



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**DIVISION OF AKLAN**

October 13, 2025

DIVISION MEMORANDUM

No. 553, s. 2025

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR  
CALENDAR YEAR (CY) 2026**

To: **Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Principals/Head Teacher In-Charge of the District**  
**Senior/Education Program Specialists**  
**Heads of Public Elementary, Integrated and Secondary Schools**  
**All Others Concerned**

1. Please be informed that starting Calendar Year (CY) 2026, the Division Convergence of Education Leaders (DvCEL) shall be renamed as the **Division Management Committee (MANCOM) Meeting**.
2. Anent this, the following schedule shall be followed:

Participants	Month	Host District	Date and Venue
Selected Division Office Personnel Concerned; PSDSs; HT/PIDs; and Public School Heads	January	Numancia	TBA
	February	New Washington	
	March	Malinao	
	April	Nabas	
	May	Tangalan	
	June	Banga	
	July	Batan	
	August	Buruanga	
	September	Kalibo I and II	
	October	Libacao	
	November	Madalag	
	December	Malay	

Note:

- a. Only one participant (school head) per school;
- b. Cluster head shall attend in the case of clustered schools; and
- c. Teacher In-Charge of one-teacher schools should NOT attend.

3. A Registration Fee of Six Thousand Nine Hundred Twelve Pesos (Php 6,912.00) shall be charged to each participant covering the expenses for the months of May to December 2026. Registration and payment shall be done per district including Non-IUs and IUs using the attached Pre-Registration Form. Payment shall be made on a monthly basis, and all collections must be remitted to the Division Cash Section. Only **CASH** payment will be accepted. The schedule of monthly payment is as follows:

Month Covered	Monthly Installment		Deadline of Payment
May 2026	P	864.00	April 15, 2026
June 2026		864.00	May 15, 2026
July 2026		864.00	June 15, 2026
August 2026		864.00	July 15, 2026
September 2026		864.00	August 14, 2026
October 2026		864.00	September 15, 2026
November 2026		864.00	October 15, 2026
December 2026		864.00	November 13, 2026
	<b>P</b>	<b>6,912.00</b>	

4. Expenses incurred by participants for this activity shall be charged against the schools' MOOE and other available funding sources, subject to existing accounting and auditing rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.

**FELICIANO C. BUENAFE, JR., CESO VI**  
Schools Division Superintendent

Enclosure: as stated

To be indicated in the Perpetual Index  
Under the following subjects:

**MEETING**

**LEADERS**



Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)

**PRE-REGISTRATION**

**DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING FOR CY 2026**

District: \_\_\_\_\_

No.	School (Non-IUs and IUs)	School Head	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	<b>Total</b>		

*Please use another sheet if necessary*

Official Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

Prepared by:

\_\_\_\_\_  
AO II/ADAs III/II

Certified Correct:

\_\_\_\_\_  
PSDS/PID/HTID



Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <https://depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)