



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

26 JAN 2026

**DIVISION MEMORANDUM**  
No. 054, s. 2026

**SCHEDULE OF MANCOM HOSTING FY 2026**

To: OIC- Assistant Schools Division Superintendent  
OIC- CID Chief Education Supervisor  
OIC- SGOD Chief Education Supervisor  
School Heads (Public Schools)  
All Others Concerned

1. This Office hereby announces the **schedule of hosting for the 2026 Management Committee (MANCOM) Meetings**, as follows:

<b>DATE</b>	<b>CLUSTER-IN-CHARGE</b>
January 2026	North Cluster
February 2026	South Cluster
March 2026	East Cluster
April 2026	West Cluster
May 2026	Senior High School Cluster
June 2026	Junior High School Cluster
July 2026	SDO
August 2026	North Cluster
September 2026	South Cluster
October 2026	East Cluster
November 2026	West Cluster
December 2026	Senior High School Cluster

2. The hosting of MANCOM meetings shall strictly follow the above schedule. The designated MANCOM Host shall be responsible for the preparation, venue coordination, and documentation, including the preparation and submission of the official minutes of the meeting.

3. All expenses incurred in the conduct of the MANCOM meetings shall be **charged against local funds**, subject to existing accounting and auditing rules and regulations.

4. The **participants, date, venue, and meeting agenda** shall be issued in a separate memorandum prior to each scheduled MANCOM meeting.



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- 5. For clarifications and other related concerns, please contact **Mr. Ronnie B. Yohan, Administrative Officer V**, at telephone number **419-8450 local 227**.
- 6. For your guidance, information, and immediate dissemination.



Digitally signed by  
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Napenas  
Date: 2026.01.26  
14:14:44 +08:00

**HOMER N. MENDOZA**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Encl.: As stated,  
Reference: None

To be indicated in the Perpetual Index  
under the following subject:  
MEETINGS

Asu/rby/mancom 