



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

June 02, 2021

**DIVISION MEMORANDUM**  
No. 204, s. 2021

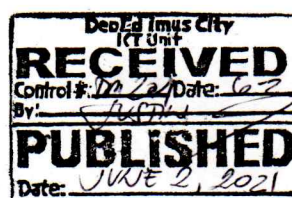
**CONDUCT OF ON-SITE DIVISION MANAGEMENT COMMITTEE MEETING**

- To: OIC – Assistant Schools Division Superintendent  
Chiefs CID and SGOD  
School Heads/ TICs/ OICs  
(Public Elementary, Junior and Senior High Schools)  
Selected Unit/ Department Heads  
All Others Concerned
1. The Department of Education, Schools Division of Imus City will conduct an On-Site Management Committee Meeting on June 4, 2021 in Children and Youth Development Center, Maliksing Kabataan Building, Imus Pilot Elementary School from 8:00 AM onwards.
  2. Participants to the meeting are the school principals, head teachers, selected functional heads from Division Office and members of the ManCom Secretariat.
  3. The meeting's agenda are the following:
    - i. Q4 updates from SDOs (SLMs and fund utilization);
    - ii. end of school year activities;
    - iii. survey for 2021-2022;
    - iv. enhanced BE-LCP;
    - v. vaccination roll-out/ COVID response;
    - vi. use of schools as quarantine and vaccination sites;
    - vii. regional activities for summer 2021;
    - viii. LEPT;
    - ix. and other matters.
  4. No registration fee will be collected.
  5. **All participants are requested to adhere to strict health protocols.** Everyone is expected to wear face mask, shield and observe physical distancing at all times in the meeting venue.
  6. Wide dissemination of this memorandum is highly desired.

  
**ROSEMARIE D. TORRES, CESO V**  
*Schools Division Superintendent*



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