

B. Tasks of the MANCOM

The MANCOM is hereby charged with coordinating the schedules of activities covered by this Memorandum Circular.

C. Tasks of the MANCOM Secretariat

The MANCOM Secretariat shall:

- a. Maintain a Calendar of Activities, which shall be a database of all scheduled activities covered by this Memorandum Circular.
- b. Coordinate with the Information and Communication Technology Management Service (ICTMS) to make the Calendar of Activities accessible to all EXECOM and MANCOM members, Regional Directors and Assistant Regional Directors.
- c. Issue Clearances that the proposed activities of OBSUs for the month shall not conflict with any other activity that has been previously scheduled and reported to the MANCOM Secretariat.

D. Requests for Clearances

- a. At the start of the year, all OBS and Clusters shall submit to the MANCOM Secretariat all of their planned activities for the year including the proposed venues and participants. Proposed activities of OBSUs must be properly endorsed by their Cluster Heads.
- b. The MANCOM Secretariat shall consolidate said proposed activities and come up with a calendar of activities for the year, which shall be presented during the first meeting of the MANCOM to resolve conflict of schedules, if any.
- c. During the course of the year, before a new proposed activity by any OBS is approved, the proponent OBS shall secure from the MANCOM Chairperson a Clearance to the effect that the proposed activity is not in conflict with any other activity that has been previously scheduled in the calendar.

There is a conflict if there is an overlap in the personnel involved in the two activities scheduled on the same time. A conflict shall also be considered if two or more OBS activities are scheduled simultaneously in the same region.

- d. If there is an overlap/conflict on the proposed schedules, OBS concerned can propose either joint/back to back/parallel activities, provided that the conduct of said activities will not involve the participation of the RDs and ARDs at the same time or for a long period of time. In which case, OBSUs concerned shall jointly file for clearance.
- e. Each OBS shall appoint a focal person to coordinate with the MANCOM Secretariat for their proposed activities.
- f. The request to the MANCOM Secretariat shall include the pertinent details of the activity, including, but not necessarily limited to:
 - i. Title
 - ii. Venue
 - iii. Officials/Personnel involved in the activity – specifically indicating the nature of participation of each official (e.g., whether as participants, resource persons, support staff, or any other capacity)
 - iv. Inclusive dates (indicate the actual date/s on which each official would be needed, with allowance for travel time)
 - v. The proponent OBS
- g. The foregoing shall apply to amendments to previously scheduled and reported activities.
- h. The MANCOM Secretariat shall act on requests within one day from receipt thereof.

- i. The clearance shall be issued in writing and signed by the MANCOM Chairperson. Subsequently, upon approval of any activity, the MANCOM Chairperson shall direct the MANCOM Secretariat to post the approved activity/ies in the Calendar.
- j. Notwithstanding the MANCOM Chairperson's approval of the activity schedule, all RDs and ARDs are still required to seek clearance from the Secretary to participate in any OBS activity pursuant to existing policy.

E. Notices

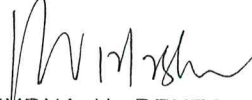
A proponent OBS must notify in writing all personnel involved in an activity at least ten days before that activity.

IV. EFFECTIVITY

This Memorandum Circular shall take effect immediately. All previous issuances contrary to or inconsistent with this Memorandum Circular are hereby repealed, modified or amended accordingly.


CORAZON JULIANO-SOLIMAN
Secretary

Certified Copy:


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