



Republic of the Philippines  
**Department of Education**  
REGION III  
Schools Division Office of Bulacan

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November 12, 2021

DIVISION MEMORANDUM  
No. 253, s. 2021

**DIVISION MANAGEMENT COMMITTEE MEETING**

To: SGOD and CID Chiefs  
Public Elementary and Secondary School Heads  
Assistant Principals from SHS Implementers  
Department Heads from Secondary Schools  
Unit Heads of the OSDS  
Section Heads of the SGOD  
All Others Concerned

1. This Office announces the conduct of Division Management Committee Meeting (MANCOM) via MS Teams on November 29, 2021, Monday, program will start at exactly 8:30AM, time allotment for admitting participants is from 8:00 to 8:25 AM only. All members of the MANCOM will attend via MS Teams Videoconferencing Platform, link will be provided and sent to MANCOM members' e-mail address after successful registration at <https://tinyurl.com/MANCOM-Nov2021-Registration>. Registration is a must using your valid DepEd e-mail address specifically the Office365 account (@r3-1.deped.gov.ph) or the official Gmail account (@deped.gov.ph) if Office365 is not available.
2. The agenda of the meeting are as follows:
  - 2.1 CID Concerns
  - 2.2 SGOD Concerns
  - 2.3 OSDS Concerns
  - 2.4 Schools Division Superintendent/Assistant Schools Division Superintendents' Concerns
3. Attendees to this meeting include the Assistant Schools Division Superintendents, Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, Unit Heads of the SGOD and Division Office, Elementary and Secondary School Heads, Assistant Principals from the SHS Implementers, and Department Heads from the Junior High Schools.
4. It is expected that all participants observe the following Netiquettes.

Before Meeting

  - a. Observe good grooming and dress appropriately during virtual conference meeting.
  - b. Observe the actual virtual time. Participants should attend the virtual conference at least Five (5) minutes before the scheduled online meeting to ensure efficient connectivity and audio/video set-up.



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- c. Choose an appropriate meeting area which is free from background distractions and disruptions. If possible, try to isolate yourself and set up a desk with a notebook and pen ready.

**During Meeting**

- a. Mute microphones during the presentation of agenda. During the Open Forum, you may send a message at the chat pane and should wait for the moderator to read the message to be addressed/answered.
  - b. Give your focused and full attention to the online meeting. Eating and other unnecessary actions should be avoided. Focusing on the screen is a good way to show the presenters that you are attentive. Avoid side conversations with others via other means of communication.
  - c. Participate fully by being actively engaged in the online meeting by listening to the one speaking, sharing your thoughts and ideas when needed and taking down important notes.
5. Attached is the copy of the Minutes of Meeting dated October 27, 2021, for reference.
  6. Immediate and wide dissemination of this Memorandum is desired.

**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent





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**MINUTES OF THE DIVISION MANAGEMENT COMMITTEE MEETING**

**DATE OF MEETING:** October 27, 2021

**TIME OF THE MEETING:** 8:30 AM

**VENUE OF MEETING:** Virtual / Online via Microsoft Teams

**ATTENDEES:**

| Name   | Designation                               |
|--|---|
| 1. Dr. Zenia G. Mostoles, CESO V   | Schools Division Superintendent           |
| 2. Dr. Cecilia E. Valderama  | Assistant Schools Division Superintendent |
| 3. Ms. Rowena T. Quiambao, CESE  | Assistant Schools Division Superintendent |
| 4. Dr. Gregorio C. Quinto, Jr.   | Chief Education Program Supervisor (CID)  |
| 5. Dr. Cecilia S. Custodio   | Chief Education Program Supervisor (SGOD) |
| 6. Education Program Supervisors   |   |
| 7. Public Schools District Supervisors                                   |   |
| 8. Division Section Heads  |   |
| 9. SGOD Personnel  |   |
| 10. Public Elementary and Secondary School Heads                         |   |
| 11. Assistant Principals and Department Heads from the Secondary Schools |   |
| 12. Technical Working Committee Members                                  |   |

1. Singing of the National Anthem
2. Recitation of the DepEd Quality Policy Statement
3. Singing of the DepEd Bulacan March
4. Video presentation of the DepEd DRRM Jingle
5. Discussion of the virtual Division Mancom Meeting's House Rules
6. Checking of attendance
7. Opening Prayer – Mr. Edgardo C. Macarasig, Education Program Specialist II
8. Call to Order and Approval of the Minutes of the Previous Division Mancom Meeting, and Agenda for the said Division Mancom Meeting – Ms. Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent
9. Master of Ceremonies: Ms, Ma. Jesusa V. Pampilon, Education Program Specialist II



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| AGENDA          | DISCUSSION  | AGREEMENT                    |
|-----------------|---|------------------------------|
| Opening Remarks | <p><b>1. ZENIA G. MOSTOLES, Ed.D., CESO V</b><br/><b>Schools Division Superintendent</b></p> <p>1. Greeted and commended all the school heads and wished for the safety of all DepEd employees and learners.</p>  |                              |
| Medical Updates | <p><b>2. DR. CARLO ANGELO P. CASTILLO</b><br/><b>Division Medical Officer</b></p> <p>1. MRTd Vaccination of Grade 1 and Grade 7 Learners in Schools</p> <p>2. COVID Updates<br/>COVID-19 Variants in the Philippines<br/>A. Alpha (B.1.1.7)<br/>Country of Origin: United Kingdom<br/>B. Beta (B.1.351)<br/>Country of Origin: South Africa<br/>C. Gamma (P.1)<br/>Country of Origin: Brazil<br/>D. Delta Variant (B.1617.2)<br/>Country of Origin: India<br/>E. Theta (P.3)<br/>Country of Origin: Philippines</p> <p>The Delta variant is more contagious than previous strains as it may cause more than twice as many infections. Being vaccinated and following the health safety protocols are important in combatting the COVID-19 Delta Variant.</p> <p>3. DepEd SDO Bulacan Status –COVID-19 Cases among Teaching and Non-Teaching Personnel as of October 27, 2021 (Please see the recorded video).</p> <p>Implications of the Data/Report<br/>A. Deaths</p> <ul style="list-style-type: none"><li>• Upon interview, most deaths are affected personnel with comorbidities and unvaccinated.</li><li>• Some cases were not reported at the early state of the disease, so the management was delayed. Abrupt management may help in preventing the severity of the condition.</li></ul> | <p>1. For implementation</p> |



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|                             |   |  |
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|                             | <ul style="list-style-type: none"> <li>• Health personnel must consider privacy policy – we cannot access persons not declaring their own status and divulging their condition with us.</li> </ul> <p>B. Closed Contacts</p> <ul style="list-style-type: none"> <li>• Household contact is the primary source for the spread of the disease.</li> <li>• Spread at school level is mostly due to personnel not declaring own health status who come to report even with ailments. Self-declaration and adherence to protocols, self-isolation and quarantine among affected personnel is a must.</li> <li>• All schools and offices must restrict personnel from staying in closed areas for a long time and refrain from eating together.</li> <li>• Strict compliance to health protocols must be observed in households and offices.</li> <li>• Disinfection of workspaces must be done every day.</li> <li>• School heads must work closely with the assigned health personnel as to reporting and monitoring of health condition of their personnel.</li> </ul> <p>4. DepEd SDO Bulacan Vaccination Status among Teaching and Non-Teaching Personnel as of October 25, 2021 and Actions Taken to Increase the Number of Vaccinated Personnel (Please see the recorded video).</p> <p>5. DOH Report: Vaccination Among Children Aged 12 to 17 to Start with Comorbidities, as Part of A3 Group</p> |  |
| <p><b>LRMDS Updates</b></p> | <p><b>3. DR. VIRGILIO L. LAGGUI</b><br/> <b>Education Program Supervisor</b></p> <p>1. Division Online Training-Workshop on Authentic Assessment and Grading in All Learning Areas (NEAP Approved and Recognized)</p> <p>First Batch – Grades 1-10<br/>       Date: November 22-26, 2021<br/>       Participants:<br/>       Elementary<br/>       8 Proficient Master Teachers (MT)per District (8 MT x 33 Districts)<br/>       Please select one MT for each 8 learning areas (one per learning area should be represented)</p>  | <p>1. For information dissemination and implementation</p> |





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|                      |   |                       |
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|                      | <p>Secondary<br/>All Master Teachers in the Junior High School</p> <p>Second Batch – For All Senior High School Teachers<br/>Date: November 29, 2021 – December 3, 2021<br/>Participants:<br/>1,000 SHS Teachers</p> <p>2. Batch 1: Core Group (November 22-26, 2021)\</p> <ul style="list-style-type: none"><li>• All DEPS and PSDSes</li><li>• 19 (composed of MT, HT, T-III) as Core Group per Learning Areas</li><li>• Resource Speakers</li><li>• HRD and IT Support</li></ul>   |                       |
| <b>SGOD Concerns</b> | <p><b>4. DR. CECILIA S. CUSTODIO</b><br/><b>Chief Education Program Supervisor (SGOD)</b></p> <p>1. PHYSICAL FACILITIES</p> <p>A. Repair of Classrooms from the savings of CY 2021 Basic Education Facilities Fund (BEFF)</p> <ul style="list-style-type: none"><li>• Iba National High School – Hagonoy</li><li>• Segundo Esguerra Sr. MES – Pulilan</li><li>• Pinacpinacan ES – San Rafael</li><li>• Partida ES and Doña Damiana Vda. De Leon MS – San Miguel</li><li>• Pulong Tamo ES – San Idefonso</li></ul> <p>2. DISASTER RISK REDUCTION AND MANAGEMENT</p> <p>A. 4<sup>th</sup> Quarter NSED</p> <ul style="list-style-type: none"><li>• Schedule of 4<sup>th</sup> Quarter Nationwide Simultaneous Earthquake Drill<br/>November 11, 2021 at 8:00 AM</li><li>• Suggested Activity<br/>Orientation on fire and earthquake prevention program in coordination with local disaster risk reduction management office</li></ul> <p>B. Reminder on Radar Report</p> <ul style="list-style-type: none"><li>• Submit Radar Report on time via online through Radar Application</li></ul> <p>3. YOUTH FORMATION PROGRAM UNIT</p> <p>A. DIVISION SPG AND SSG FEDERATION ELECTIONS FOR SY 2021-2022</p> | 1. For implementation |



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Important Dates to Remember:

October 28, 2021 at 9AM to 5PM  
 Division SPG Federation Elections

October 29, 2021 at 9AM to 5PM  
 Division SSG Federation Elections

For Registration

<https://tinyurl.com/DivisionFederationElectionsReg>  
 (Register & Submit Certificate of Candidacy and Parental Consent)

See Division Memorandum No. 233 s. 2021 for the COC and Parental Consent templates  
 Online Platform: MS Teams & Google Forms

|         |   |
|---------|---|
| For SPG | <a href="https://tinyurl.com/DFSPG-Elections">https://tinyurl.com/DFSPG-Elections</a> |
| For SSG | <a href="https://tinyurl.com/DFSSG-Elections">https://tinyurl.com/DFSSG-Elections</a> |

B. GAWAD SIKLAB 2021:

NATIONAL AWARDEE (October 16, 2021)  
 MS. INAH MARIFAYE M. BLANCO, PDO I  
 Most Outstanding Division Youth Formation Coordinator (Very Large Division)

4. PLANNING AND RESEARCH

1. Research Caravan 2021 - Nov 9-11, 16-17 via MS Teams (details - Div. Memo No. 223 s. 2021)
2. 2021 Division Research Festival - Nov 25-26, 2021  
 Division Memorandum to be released
3. Please be informed that October 31, 2021 final enrollment count will be used as basis for allocation of resources, particularly School MOOE, teacher items and learning resources for public schools among others. For private schools, October 31, 2021 enrollment will also be used in determining GASTPE and VOUCHER support. Kindly inform your respective schools who are going easy or ignoring the updating of BOSY. Thank you for your usual cooperation.

4. BOSY 2021-2022 Enrollment Performance Per



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Division  
The Schools Division of Bulacan ranked 9<sup>th</sup> place.

5. SOCIAL MOBILIZATION AND NETWORKING

1. Total Amount of Generated Resources from 2021 *Brigada Eskwela* Implementation (August 03-September 30, 2021): **PHP115,877,951.50**

2. DIVISION WINNERS IN THE SEARCH FOR 2021 BRIGADA ESKWELA BEST IMPLEMENTING SCHOOLS per Division Memorandum No. 238, s. 2021

ELEMENTARY

SMALL

Champion: Talbak Elementary School, DRT  
1<sup>st</sup> Runner Up: Kaylawig Elementary School  
Sta. Maria Central

MEDIUM

Champion: Tabon Elementary School, Pulilan  
1<sup>st</sup> Runner Up: Sapang Bulac Elementary School, DRT  
2<sup>nd</sup> Runner Up: Camangyanan Elementary School  
Sta. Maria East  
3<sup>rd</sup> Runner Up: Tabang Elementary School, Guiguinto

LARGE

Champion: Tumana Elementary School  
Sta. Maria East

MEGA

Champion: Maguinao Elementary School  
San Rafael West  
1<sup>st</sup> Runner Up: Cay Pombo Elementary School  
Sta. Maria West

SECONDARY

SMALL

Champion: Sapang Bulac High School, DRT  
1<sup>st</sup> Runner Up: San Miguel-Meysulao High School  
Calumpit

MEDIUM

Champion: Binagbag National High School, Angat  
1<sup>st</sup> Runner Up: Teodoro Evangelista Memorial HS  
Baliwag



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**LARGE**

Champion: Jose J. Mariano Memorial High School  
Plaridel

1<sup>st</sup> Runner Up: San Francisco Xavier High School  
Baliwag

**MEGA**

Champion: Virginia Ramirez-Cruz National HS  
Pandi

1<sup>st</sup> Runner Up: San Roque National High School  
Paombong

2<sup>nd</sup> Runner Up: Vedasto R. Santiago High School  
San Miguel

3<sup>rd</sup> Runner Up: AFG Bernardino Memorial Trade School  
Marilao

3. Watch the Grand Launching of "*Isang Pangarap*" music video produced by SDO Bulacan and the Re-Launching of DepEd Tayo Bulacan Youtube channel on October 30, 2021, 9:00AM at DepEd Tayo Bulacan facebook page.

"*Isang Pangarap*" is a music video interpretation contest of the DepEd Public Affairs Service (PAS) per PAS-OD Memorandum PAS-OD-2021-048.

**6. SCHOOL MANAGEMENT MONITORING AND EVALUATION (SMME)**

1. Thank you for the submission of SMEA Report on time, it has contributed a lot in the recently concluded regional DMEA presentation, please be reminded to submit the Consolidated Report every end of the quarter. Each district shall come up in 1 consolidated SMEA Report (elementary and secondary) only to be submitted in a provided google drive. 4<sup>th</sup> Quarter SMEA Report shall be submitted before the start of the Christmas break by December.

2. Planning Conference on AIP Preparation CY 2022 November 23 – 25, 2021 via online through Division Memorandum No. 230, s. 2021

**7. HUMAN RESOURCE DEVELOPMENT**

1. G na G! Programs



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A unique way to ascertain DepEd Bulacan's commitment to Teachers' G-Growth, on both professional and social aspects, and GG-Guidance and Governance, to ensure quality education, administration and facilitation

2. PDP in partnership with NEAP Approved  
For Beginning Teachers, 9 months to 3 years  
in service

Division Memorandum No. 225, s. 2021  
PROFESSIONAL DEVELOPMENT PROGRAM  
FOR TEACHERS IN PARTNERSHIP WITH A NEAP  
APPROVED LEARNING SERVICE PROVIDER (LSP)

3. Approved NEAP-PDP proposal of SDO Bulacan

For Proficient Teachers, 4 years and above in  
service

1. Reclaiming the Zest and Joy in Teaching:  
Teach for Hope, Teach for Change.

For School Heads and Head Teachers

1. The Schools' Response to Digital Education:  
An Intensive Training on Managing School Data  
and Information

4. Advisory on RPMS-PPST for SY 2021-2022

5. Training Program on School Leadership and  
Management

Thanks to our mentors in helping the mentees for  
the finalization and approval of their Application  
Project, as of now we have 109 approved Application  
Project (memo will be issued to this effect)

IPCRFs of non-teaching personnel have been  
finalized, conference on agreement between the rater  
and the ratee will be conducted among select school  
heads and representatives from non-teaching  
personnel.

6. DR. JAY-ARR C. TAYAO  
Education Program Supervisor

CHRISTIAN DELA CRUZ  
Newly installed Project Development Officer I

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| <b>CID Concerns</b> | <p><b>4. DR. GREGORIO C. QUINTO JR.</b><br/><b>Chief Education Program Supervisor (CID)</b><br/><b>DR. JOEL I. VASALLO</b><br/><b>Education Program Supervisor</b></p> <p><b>1. HOW TO USE DEPED TV</b></p> <p>The DepEd TV Program Grid website reflects the actual airing date of each episode following the weekly plan in Most Essential Learning Competencies (MELCs). Teachers are highly encouraged to use these resources to support learning together with other distance learning delivery modalities. The DepEd TV lessons can be used as supplemental learning resource to help learners deepen their understanding of their lessons.</p> <p>The following are the different means to access these resources:</p> <ol style="list-style-type: none"><li>1. Visit the DepEd TV Program Grid website at <a href="http://www.deped.gov.ph/depedtv">www.deped.gov.ph/depedtv</a>.<ul style="list-style-type: none"><li>• Click HOME in the menu button and scroll down to check the downloadable copy of the program grid which is arranged on a weekly basis.</li><li>• Click the Key Stage in the upper menu (Kinder — Grade 3, Grade 4 — Grade 6, Junior High School, and Senior High School) and select the grade level.</li><li>• The subjects are arranged alphabetically reflecting the number of episodes, actual airing date and time, and a clickable link which loops directly to the DepEd TV YouTube Channel.</li><li>• The DepEd TV Program Grid website has a synchronous airing schedule on free TV, specifically IBC-13.</li></ul></li><li>2. Visit the Facebook page of IBC-13 at <a href="https://web.facebook.com/ibctv13/">https://web.facebook.com/ibctv13/</a> and click the LIVE button.<ul style="list-style-type: none"><li>• The actual aired episode on television is also streamed on this Facebook page.</li></ul></li></ol> | <p>1. For information dissemination</p> |
|---------------------|--|---|



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3. Visit the DepEd TV YouTube Channel at <https://www.youtube.com/c/DepEdTV>.
  - Click the playlist section.
  - Select the desired grade level from Kinder to Senior High School and Alternative Learning System.
  - Scroll for the desired lesson or episode.
4. Cable Partners and Specific Channel of DepEd TV
5. Reporting Mechanism of Learners and Teachers Using DepEd TV

The DepEd TV episodes may be combined with other modalities of instruction to ensure that each competency/ lesson that our learners must attain for the entire school year is delivered and understood. Schools are hereby requested to submit a quarterly report on the applicability and maximum usage of DepEd TV video lessons as part of determining the efficacy and usefulness of these resources.

The following are the steps to submitting a quarterly report on DepEd TV efficacy and usage:

  1. The document must be written by the school's ICT Coordinator and signed by the school's Head or Principal.
  2. The document will be sent to the District ICT Coordinator for double-checking and data verification.
  3. The Division Information Technology Officers will receive the completed paper (ITOs).
  4. The Division ITOs will compile and deliver all reports to their regional counterparts.
  5. The Regional ITOs will create a summary report on the total number of teachers and students who have accessed and used DepEd TV programs. These reports will be delivered to their respective Regional Directors.
  6. The Regional Directors shall provide the MANCOM with a summary of the results on a regular basis.



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7. The ICTS will compile a report of the findings and take appropriate action as needed.

2. OFFICIAL SOCIAL MEDIA ACCOUNTS OF THE DEPARTMENT OF EDUCATION

This is to inform all Regional (RIOs) and Division Information Officers (DIOs), School Information Coordinators (SICs), and other field officers of the Department of Education's official social media accounts that are being managed by the Public Affairs Service:

**Facebook:**

<https://www.facebook.com/DepartmentOfEducation.PH>

**Twitter:** [https://twitter.com/DepED\\_PH](https://twitter.com/DepED_PH)

**Instagram:**

<https://www.instagram.com/depedphilippines>

**YouTube:** [https://www.youtube.com/deped\\_ph](https://www.youtube.com/deped_ph)

**TikTok:** [https://www.tiktok.com/@deped\\_ph](https://www.tiktok.com/@deped_ph)

3. LEARNER BENEFICIARIES OF SENIOR HIGH SCHOOL SCHOOL – TECHNICAL VOCATIONAL AND LIVELIHOOD (SHS-TVL) JOINT DELIVERY VOUCHER PROGRAM

Cookery

1. Parada NHS – 40
2. Cambaog NHS – 30

CSS

1. San Miguel NHS – 50
2. Lolomboy NHS – 30

Total – 150 recipients

4. WINNERS IN VARIOUS CONTESTS

1. Charles Asher M. Mariano  
San Miguel National High School  
3<sup>rd</sup> Place, Poster Making Contest  
Department of Trade & Industry
2. John David P. Martin  
San Pedro NHS  
Most Energetic Tutor Award  
DepEd ETulay Awards 2021
3. Winners of DepEd Best Open Educational Resources

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|  | <ol style="list-style-type: none"><li>1. Alma I. Barrot<br/>Best OER in EsP, Q1<br/>Apugan ES, Norzagaray East</li><li>2. Abelardo L. Andres<br/>Best OER in EPP, Q4<br/>Apugan ES, Norzagaray East</li><li>3. Geoffrey M. Granada<br/>Best OER in Science, Q1<br/>Apugan ES, Norzagaray East</li><li>4. Trisia C. Maningas<br/>Best OER in Filipino, Q2<br/>Apugan ES, Norzagaray East</li><li>5. Reynalde S. Pascual<br/>Best OER in Science, Q3<br/>Apugan ES, Norzagaray East</li><li>6. Arvin Valino<br/>Best OER in AP, Q4<br/>Maguinao ES, San Rafael West</li><li>7. Liberty T. Carreon<br/>Best OER in EsP, Q1<br/>North Hills Village ES, Norzagaray West</li><li>8. Marcos V. Catu, Jr.<br/>Best OER in EsP, Q4<br/>Tibagan ES, San Miguel South</li><li>9. Melanie D. Flores<br/>Best OER in TLE Gr 7/8<br/>Mariano Ponce National High School<br/>(Plumbing)</li></ol> <p>4. Winners of DepEd TV Awards 2021</p> <ol style="list-style-type: none"><li>1. Mary Anne D. Santos<br/>Most Outstanding Teacher-Broadcaster (EsP)<br/>Malibo ES, Pandi South<br/>(Pagkilala sa mga Karapatan)</li><li>2. John Ponce A. Santiago<br/>Most Outstanding Teacher-Broadcaster (EPP/TLE)<br/>Catanghalan ES, Obando<br/>(Ang Masistemang Pangangalaga ng Tanim na mga Gulay)</li><li>3. Whisper P. Salinas<br/>San Rafael National Trade School<br/>Parents' Choice Award (Talento Mo Ating Tuklasin,</li></ol> |  |
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|                              | <p>Tiwala sa Sariil Ating Buuin)</p> <p>4. Marco Paolo Victoriano<br/>Calumpit NHS<br/>Gabay Edukasyon Award</p> <p>5. Inah Marifaye M. Blanco<br/>Youth Formation Program Officer<br/>DepEd SDO Bulacan<br/>Most Outstanding Division YFC<br/>(Large &amp; Very Large) National Level</p>  |                              |
| <b>ASDS and SDS Concerns</b> | <p><b>5. MS. ROWENA T. QUIAMBAO, CESE<br/>DR. CECILIA E. VALDERAMA<br/>Assistant Schools Division Superintendents</b></p> <p>1. Congratulations for Job Promotion!<br/>Ms. Josefina S. Pedroche<br/>Administrative Officer V</p> <p>2. Congratulations and Good Job!<br/>Planning Officer Mr. Paulo Eduardo Cruz<br/>School Heads<br/>Class Advisers<br/>LIS Coordinators<br/>EPSes and PSDSes<br/>Bulacan ranked Number 9 in the BOSY 2021-2022<br/>Enrollment Performance per Division</p> <p>3. The Civil Service Commission (CSC) reminds government workers against engaging in partisan political activities.</p> <p>As stated in Section 261 (i) of the Omnibus Election Code (Intervention of Public Officers and Employees), "Any office or employee in the civil service, except those holding political offices; any officer, employee, or member of the Armed Forces of the Philippines, or any police force, special forces, home defense forces, barangay self-defense units and all other para-military units that now exist or which may hereafter be organized who, directly or indirectly, intervenes in any election campaign or engages in any partisan political activity, except to vote or to preserve public order, if one is a peace officer, shall be guilty of an election offense."</p> | 1. For strict implementation |



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An advisory on Electioneering and Partisan Political Activity issued through CSC Resolution No. 1600298 dated 29 March 2016 reiterates that the prohibition aims to ensure that government workers will remain focused on the affairs of the government, do away with the spoils system, and shield public service from political influences.

The CSC however clarified that government workers may still express views on political matters. Section 124 of the Omnibus Rules on Appointments and Other Human Resource Actions states, *"Nothing herein provided shall be understood to prevent any officer from expressing views on current political problems or issues, or from mentioning the name of candidates for public office whom he/she supports. Public officers and employees holding political offices may take part in political and electoral activities but it shall be unlawful for them to solicit contributions from their subordinates or subject them to any of the prohibited acts in the Omnibus Election Code."*

Further, CSC Memorandum Circular (M.C.) No. 30, s. 2009 enumerated the following as partisan political activities, acts designed to promote the election or defeat of a particular candidate/s to a public office:

1. Forming organizations, associations, clubs, committees, or other groups of persons for the purpose of soliciting votes and/or undertaking any campaign for or against a candidate;
2. Holding political caucuses, conferences, meetings, rallies, parades or other similar assemblies, for the purpose of soliciting votes and/or undertaking for or against the election of any candidate for public office;
3. Making speeches, announcements or commentaries, or holding interviews for or against the election of any candidate for public office;
4. Publishing or distributing campaign literature or materials designed to support or oppose the election of any candidate; or



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5. Directly or indirectly soliciting votes, pledges, or support for or against a candidate.

CSC Memorandum Circular No. 9, series of 1992 also identifies the following as prohibited acts:

1. Using government vehicles in attending political caucuses, conferences, meetings, rallies, parades, or other similar assemblies/activities conducted by a political party or candidates;
2. Posting and distributing of campaign materials/leaflets/banners/stickers designed to support or oppose the election of any candidate;
3. Wearing of t-shirts or pins, caps, or any other similar election paraphernalia bearing the names of the candidates and/or political party except as authorized by the Commission on Elections;
4. Registering as a member of any political club/party or any other political organization;
5. Being a watcher for a political party or candidate during the election;
6. Consistent presence in political rallies, caucuses of, and continuous companionship with certain political candidates and/or political party in said political activities, causing an employee to be closely identified with such candidate and/or with political party;
7. Giving personal financial or other monetary contribution, supplies, equipment, and materials for the benefit of a candidate and/or political party;
8. Utilizing properties, supplies, materials, and equipment of the government for political purposes;
9. Any other circumstances that may be considered analogous with that of the aforementioned.

Those who will be found guilty of engaging directly or indirectly in partisan political activities will be meted with a penalty of one (1) month and one (1) day to six (6) months suspension for the first offense; and dismissal from the service for the second offense according to the 2017 Rules on Administrative Cases in the Civil Service or 2017



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RACCS (CSC Resolution No. 1701077 dated July 3, 2017).

**4. ACCOUNTABILITY OF PUBLIC OFFICERS**

1. The 1987 Constitution of the Republic of the Philippines – Article XI

Section 1. Public office is a public trust. Public officers and employees must, at all times, be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency; act with patriotism and justice, and lead modest lives.

2. AURA – Authority, Responsibility and Accountability  
RA 9155

- Alleged anomalous MOOE fund utilization all schools are subjected to internal audit.

3. Transparency Seal

Section 93 of the General Appropriations Act of FY 2012

4. Republic Act No. 6713

Code of Conduct and Ethical Standards for Public Officials and Employees

Please see the downloaded Powerpoint presentation on the SDO Bulacan MANCOM FB Page.

**5. PERSONNEL UNIT CONCERNS**

- Deployment of Administrative Officers II
- Recruitment and Selection of the following:
  - Elementary School Principals
  - Elementary Master Teachers
  - Secondary School Principals
  - Administrative Assistants
  - Administrative Officer IV
- Reclassification of Positions – will include validation and visit of schools
- Process of publication of vacant positions
- Leave of Absence
- Request for Substitute Teachers
- Teacher Deployment



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|                                       | <p>6. OASDS Concerns</p> <p>1. Academic Ease</p> <ul style="list-style-type: none"> <li>• School Health Mental programs of schools</li> <li>• Academic Honesty</li> <li>• Submission of 2022 AIP and Budget Plans for schools before the end of November</li> <li>• SBM level, OPCR validation, and reclassification will require the site visits of SDS, ASDs, and delegated SDO officials</li> <li>• Conduct of periodic visits in schools by SDS, ASDs, Chiefs, EPSs, PSDs, and other SDO personnel for M&amp;E and TA</li> <li>• Commitment to sustain SBM level when transferred to a new school – signing of commitment to be included during the installation and turn-over ceremony</li> </ul> <p>2. Intervention and capacity building for NQESH examinees</p> <ul style="list-style-type: none"> <li>• 231 answered the Google form on NQESH</li> <li>• School Leadership Academy – Capacity Building for Prospective School Heads</li> <li>• Call for volunteer resource persons from Principals</li> <li>• Proposal will be submitted to NEAP RO-III for 2022 Training</li> </ul> <p>3. Joint CHED-DepEd Memorandum Order on the Policies and Guidelines on the Deployment of Pre-Service Teachers for Field Study and Teaching Internship</p> |  |
| <p><b>Finance Unit's Concerns</b></p> | <p><b>6. MS. AGNES M. SEIFNEZHAD, CPA<br/>       Accountant III</b></p> <ul style="list-style-type: none"> <li>• Status of Downloaded and Liquated MOOE for the Months of August, September and October and Downloading of Remaining MOOE Funds</li> <li>• Submission of financial reports</li> <li>• Internal Audit</li> <li>• Audit Observation Memorandum (AOM)</li> <li>• Inventory of clerks who received salaries from Division MOOE</li> <li>• Orientation on the Guidelines for Downloading and Liquidation of MOOE and Preparation of</li> </ul>  | <p>1. For strict compliance of submission of the liquidation reports</p> |





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|                          | <p>Financial Reports<br/>         Theme: Accountability and Sustainability Amidst<br/>         Pandemic: A Virtual Orientation About Proper<br/>         Utilization of MOOE<br/>         November 4-5, 2021 via MS Teams</p> <ul style="list-style-type: none"> <li>• Orientation on Proper Cash Disbursements with<br/>         Case Analyses from Audit Observation Memoranda<br/>         Date: To be announced through a Division Memo<br/>         Venue: Virtual via MS Teams</li> </ul>  |                       |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
|--------------------------|--|-----------------------|-------------|------------|-------------|--------|--------|---------------|--------|--------|------------------|--------|--------|-----------|--------|--------|----------------|-----|-------|--|
| <b>OSDS<br/>Concerns</b> | <p><b>7. MS. ROWENA T. QUIAMBAO, CESE</b><br/> <b>Assistant Schools Division Superintendent</b></p> <p>1. Information and Communications Technology<br/>         Services Unit Concerns</p> <p>1. DepEd Issued Accounts as of October 25, 2021</p> <table border="1"> <thead> <tr> <th></th> <th>Submissions</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>DepEd Gmail</td> <td>15,726</td> <td>89.47%</td> </tr> <tr> <td>0365 Accounts</td> <td>14,949</td> <td>85.05%</td> </tr> <tr> <td>DepEd<br/>Commons</td> <td>14,862</td> <td>84.55%</td> </tr> <tr> <td>DepEd LMS</td> <td>14,600</td> <td>83.06%</td> </tr> <tr> <td>Adobe Accounts</td> <td>205</td> <td>1.17%</td> </tr> </tbody> </table> <p>2. List of Schools with 100% DepEd Gmail and 0365<br/>         Accounts (Please see the downloaded presentation.)</p> <p>3. ADOBE CREATIVE EDUCATOR'S TRAINING FOR<br/>         ALL TEACHING PERSONNEL OF DEPED REGION III</p> <p>4. PNPKI Submission</p> |                       | Submissions | Percentage | DepEd Gmail | 15,726 | 89.47% | 0365 Accounts | 14,949 | 85.05% | DepEd<br>Commons | 14,862 | 84.55% | DepEd LMS | 14,600 | 83.06% | Adobe Accounts | 205 | 1.17% |  |
|                          | Submissions  | Percentage            |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
| DepEd Gmail              | 15,726   | 89.47%                |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
| 0365 Accounts            | 14,949   | 85.05%                |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
| DepEd<br>Commons         | 14,862   | 84.55%                |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
| DepEd LMS                | 14,600   | 83.06%                |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
| Adobe Accounts           | 205  | 1.17%                 |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
|                          | <p><b>8. OPEN FORUM</b><br/>         Topics and Concerns Discussed:</p> <ol style="list-style-type: none"> <li>1. Downloading and Liquidation of COVID-related and<br/>         MOOE Funds</li> <li>2. Fiscal Management of School Heads</li> <li>3. Incidents of malicious text messages from prank<br/>         texters to several teachers using DepEd-issued<br/>         SIM cards and Privacy concerns</li> <li>4. OPCR Evaluation and AIP Concerns</li> </ol>   | 1. For implementation |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |
|                          | <b>9. Awards of Recognition for the Outstanding Office</b>   |                       |             |            |             |        |        |               |        |        |                  |        |        |           |        |        |                |     |       |  |

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|                            | <b>Performance, School Year 2020-2021<br/>and Birthday Greetings to October celebrators</b><br>Please see the downloaded presentation.  |  |
| <b>Closing<br/>Remarks</b> | <b>10. MS. ROWENA T. QUIAMBAO, CESE</b><br><b>Assistant Schools Division Superintendent</b><br>1. Reminded all the schools to always observe integrity<br>in performing their duties. |  |

Having no more matters to be discussed, the meeting was adjourned at 1:00 PM.

-----Nothing Follows-----

Prepared by:

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Reviewed by:

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Noted by:

**ZENIA G. MOSTOLES, Ed.D., CESO V**  
Schools Division Superintendent

