



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

December 9, 2021

DIVISION MEMORANDUM

No. 294, 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 December 21, 2021, Tuesday, 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 November 26, 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: November 26, 2021

TIME OF THE MEETING: 8:30 AM

VENUE OF MEETING: Virtual / Online via Microsoft Teams

ATTENDEES:

Name	Designation
1. Zenia G. Mostoles, CESO V, EdD.	Schools Division Superintendent
2. Cecilia E. Valderama, PhD.	Assistant Schools Division Superintendent
3. Rowena T. Quiambao, CESE	Assistant Schools Division Superintendent
4. Gregorio C. Quinto, Jr. EdD.	Chief Education Program Supervisor (CID)
5. Cecilia S. Custodio, PhD.	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	
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
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, Assistant Schools Division Superintendent, CESE
9. Master of Ceremonies: Ms. Cecille E. Cruz, Education Program Specialist



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AGENDA	DISCUSSION	AGREEMENT
Opening Remarks	<p>1. ZENIA G. MOSTOLES, Ed.D., CESO V Schools Division Superintendent</p> <ol style="list-style-type: none"> 1. Greeted and commended all the school heads for their remarkable accomplishments and fruits of labor, particularly the preparations for the face-to-face classes and being able to maintain the schools' physical facilities resulting to the proper conditioning of the schools and communities on the blended learning that is being implemented by the Department of Education. 2. Advised the school heads to strengthen the partnerships with stakeholders and be updated of the developments and directions of the Department of Education for our basic education institutions which is a major reason in conducting regular Division Management Committee Meetings. 3. Congratulated all the participants for their contributions in making the Department of Education the most trusted government agency now. 4. Wished for the safety of all DepEd employees and learners. 	1. For compliance
Medical Updates	<p>2. DR. CARLO ANGELO P. CASTILLO Division Medical Officer</p> <ol style="list-style-type: none"> 1. MRTd Vaccination of Grade 1 and Grade 7 Learners in Schools is ongoing. <ul style="list-style-type: none"> • Strictly follow health protocols at all times. • School disinfection before and after the activity must be done. • Arrange schedule - not coincide with module distribution/ retrieval 2. Division Memorandum No.117 s.2021 Annual Laboratory Examination of All Teaching and Non-Teaching Personnel Division Memorandum No. 145 which extends the deadline of submission from August 30, 2021 to September 30,2021. List of all personnel who failed to comply shall be channeled by the Division Nurses to concerned PSDS for follow up and compliance. 	1. For information dissemination and implementation



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3. COVID Updates

COVID-19 Variants in the Philippines

A. Alpha (B.1.1.7)

Country of Origin: United Kingdom

B. Beta (B.1.351)

Country of Origin: South Africa

C. Gamma (P.1)

Country of Origin: Brazil

D. Delta Variant (B.1617.2)

Country of Origin: India

E. Theta (P.3)

Country of Origin: Philippines

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.

4. DepEd SDO Bulacan Status –COVID-19 Cases among Teaching and Non-Teaching Personnel as of November 22, 2021 (Please see the recorded video).

Implications of the Data/Report

A. Deaths

- Upon interview, most deaths are affected personnel with comorbidities and unvaccinated.
- 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.
- Health personnel must consider privacy policy – we cannot access persons not declaring their own status and divulging their condition with us.

B. Closed Contacts

- Household contact is the primary source for the spread of the disease.
- 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.
- All schools and offices must restrict personnel from staying in closed areas for a long time and refrain from eating together.
- Strict compliance to health protocols must be observed in households and offices.
- Disinfection of work spaces must be done everyday.



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	<ul style="list-style-type: none"> • School heads must work closely with the assigned health personnel as to reporting and monitoring of health condition of their personnel. <p>5. DepEd SDO Bulacan Vaccination Status among Teaching and Non-Teaching Personnel as of November 22, 2021 and Actions Taken to Increase the Number of Vaccinated Personnel (Please see the recorded video).</p> <p>6. DOH Report: Vaccination Among Children Aged 12-17 to Start with Comorbidities, as Part of A3 Group</p> <p>7. National Vaccination Days November 29 and 30, 2021, and December 1, 2021 In-depth discussion of all the information related to the 3-day National Vaccination Days (Please see the slide presentation).</p>	
<p>CID Concerns</p>	<p>3. DR. GREGORIO C. QUINTO JR. Chief Education Program Supervisor (CID)</p> <p>1. Reiteration of the Standard Operating Procedures in the Preparation, Development and Production of Supplementary Learning Resources (Print and Non-Print)</p> <p>Procedures / Stages</p> <p>1. Stage 1 and Stage 2 – June to September of every school year</p> <ul style="list-style-type: none"> • Submission of Letter of Intent to create Localized Learning Resources to the Division LR Supervisor noted by the School Head / Public Schools District Supervisor • Evaluation, Field Testing and Approval of School/District Quality Assurance Team <p>NOTE: Letter of Intent submitted beyond September will be approved next school year.</p> <p>2. Stage 3 – October of every school year</p> <ul style="list-style-type: none"> • Submission of Innovative LR with complete requirements to the Division Quality Assurance • Evaluation, Validation and Field Testing of the Division Quality Assurance Team <p>NOTE: LR submitted beyond October will be evaluated in the next school year.</p> <p>3. Stage 4 and Stage 5 – November to December of every School year</p>	<p>1. For information dissemination and implementation</p>



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- Issuance of corresponding actions through Indorsements By the Division QA Team\
- Application of corrective measures if necessary by the innovator / proponent

4. January of every school year

- Approval of the Division Quality Assurance Team
- Issuance of Certificate of Acceptance and Recognition
- Submission of approved Innovative I-RS to the Regional Office

Composition of Quality Assurance Team

School Level

Chair: School Head

Co-Chair: School LRMSD Coordinator

Member: (by invitation) Master Teacher / Department Head or any Qualified Teacher who is an expert to a particular field related to the submitted localized Learning Resources

District Level

Chair: Public Schools District Supervisor

Co-Chair: District LRMSD Coordinator

Member: (by invitation) Master Teacher / Department Head or any Qualified Teacher who is an expert to a particular field related to the submitted localized Learning Resources

Division Memorandum No. 93, dated April 17, 2019 contains the required documents:

Enclosed to this are as follows:

1. Evaluation and Review Criteria for Development of New Print Resources
2. Evaluation Rating Sheet for Non-Print Materials
3. Evaluation Rating Sheet for Charts, Posters, Drill/Flash Cards and Manipulatives
4. Standards for Print Resources
5. Inside Back Cover Design of LRs
6. Sample Letter of Intent

2. Pilot Implementation of Alternative Learning System – Senior High School (SHS-ALS)

School	School Head	Course Offering
Guiguinto NVHS	Mr. Roman Carreon, P IV	TVL



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	<table border="1"> <tr> <td>Illuminada Mendoza-Roxas MHS</td> <td>Dr. Neri L. Dizon, P I</td> <td>TVL</td> </tr> <tr> <td>Prenza NHS</td> <td>Dr. Ernesto P. Dizon, P IV</td> <td>TVL</td> </tr> <tr> <td>San Rafael NTS</td> <td>Ms. Jenneth A. Manalo, P III</td> <td>TVL and STEM</td> </tr> </table>	Illuminada Mendoza-Roxas MHS	Dr. Neri L. Dizon, P I	TVL	Prenza NHS	Dr. Ernesto P. Dizon, P IV	TVL	San Rafael NTS	Ms. Jenneth A. Manalo, P III	TVL and STEM	
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Prenza NHS	Dr. Ernesto P. Dizon, P IV	TVL									
San Rafael NTS	Ms. Jenneth A. Manalo, P III	TVL and STEM									
	<p>3. ALS Innovation – Tatlong Gulong Project (Video Presentation)</p> <p>4. Follow-up on the Submission of Report on DepEd TV Utilization through Google Drive</p> <p>5. School Safety Assessment Tool</p> <p>6. Advisories from the Provincial Government of Bulacan</p> <ul style="list-style-type: none"> • Distribution of 2020 CLRAA Parade Shoes for Athletes • Request for Pest Control Treatment <p>7. Division, Regional and National Winners from the Schools Division of Bulacan Please see the powerpoint presentation.</p>										
SGOD Concerns	<p>4. DR. CECILIA S. CUSTODIO Chief Education Program Supervisor (SGOD)</p> <p>1. 2021 World Aids Day Program for Learners, Teaching, Teaching-Related and Non-Teaching Personnel of SDO Bulacan on December 1, 2021 at 8:00AM via Streamyard</p> <p>2. Proclamation No. 1253 Declaring 29 November to 1 December 2021 as Bayanihan, Bakunahan National COVID 19 Vaccination Days (DepEd are hereby encouraged to actively participate and provide the necessary support and assistance to the DOH, the DILG and the NTF for the effective implementation of this Proclamation)</p> <p>3. Implementation Guidelines on the Region-Wide School Safety Assessment in Preparation for Future Expansion of Face to Face Classes</p> <p>For monitoring and evaluation purposes, all schools are expected to submit a response through answering the SSAT periodically every 2 weeks.</p> <p>November 5, 2021 – Cut-off of Cycle 1 SSAT</p>	1. For implementation									



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	<p>November 19, 2021 – Cut-off of Cycle 2 SSAT December 3, 2021 – Cut-off of Cycle 3 SSAT December 17, 2021 – Cut-off of Cycle 4 SSAT December 22, 2021 – RO Cycle 4 Validation (Final List for nomination for expanded Face to Face Classes)</p> <p>4. QUA Memo 00-1121-0145 dated November 15, 2021 Final Field Inspection Report and Recommendations for the Readiness of Schools for Pilot Implementation of Limited Face-to-Face Classes</p> <p>Based on the Joint Memorandum Circular (JMC) No.1, s. 2021, signed by the Secretaries of DepEd and DOH, schools that will be included in the Pilot Phase must satisfy the following conditions:</p> <ol style="list-style-type: none">1. Should be located in minimal risk areas2. Has secured LGU concurrence3. Has passed the School Safety Assessment Tool (SSAT)4. Has secured parent's consent <p>5. QUA Memo 00-1121-0061 dated November 3, 2021 Ensuring Health-Management-Related Spaces in the Participating Schools, Designation of Clinic Teachers, and Orientation/Training on School Health and Clinic Management and Operations</p> <ol style="list-style-type: none">1. Ensuring Health Management-Related Spaces (private screening area near the entrance of the school and separate space where sick learners, teachers and personnel who have been managed in the clinic can temporarily stay).2. Designation of a Clinic Teacher/s3. Orientation/Training on school Health and Clinic Management and Operations <p>6. Research Festival – on going (November 25 – 26, 2021)</p> <p>7. Planning Review of AIP 2022 (November 23 -25, 2021) All schools are expected to submit their AIP with the School Operating Budget, Cash Programming, and Work and Financial Plan) on or before December 10, 2021.</p>	
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8. SCHOOL MANAGEMENT MONITORING AND EVALUATION (SMME)

1. December is the last month of the 4th quarter, all SDO Units and Schools shall prepare the last quarter accomplishment for the reporting of Division Monitoring Evaluation and Adjustment (DMEA) and School Monitoring Evaluation and Adjustment (SMEA)
Presentation of SDO DMEA shall be on December 14-16, 2021. The SMEA report shall be submitted in the same Google Drive.

https://drive.google.com/drive/folders/1STbtErCy9tJMfWT1_D85v2S7In1TzAeu?fbclid=IwAR32mgfWsh4lo0w7fnRU4KC6MJaed3ondfwi72G8NnFCBCjYckJ1WBTpSQk

Please complete the 4 quarters SMEA

2. From December 6 onwards, SMME shall push through the validation of all schools with SBM Level 1 and level 2 Practice with the help of PSDS.
This aims to scale up the level of practice of the aforesaid schools in terms of School Based Management. Those schools with SBM level 3 shall also be validated to determine the sustainability. Schedule shall be posted in the PSDS and Bulacan Secondary Facebook Pages.

3. Congratulations to School heads and SBM Teams of seven (7) schools for the SBM Accreditation (Level 3) validated by the Regional SBM Validating Team last October 28 and 29, 2021

Elementary

Obando Central School - Lorena B. Cardenas, Ph.D.
Sta. Rita Elementary School - Charito N. Laggui, Ph..D.
Prenza Elementary School - Ronaldo A. Bonifacio

Secondary

San Miguel National High School - Marciano V. Cruz
Bunsuran National High School - Nancylita C. Cubol, Ph.D.
Prenza National High School - Ernesto P. Dizon, Ed.D.
Carlos Gonzales High school - Ma. Lourdes C. Valondo

9. SOCIAL MOBILIZATION AND NETWORKING



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1. Division Memo No. 277, s. 2021
Division Virtual Local Stakeholders' Convergence Focusing on the Resiliency to the New Normal Setting and Recognition of Internal and External Education Stakeholders and Partners on December 10, 2021, Friday at 9:00AM via MS Teams and live stream on DepEd Tayo Bulacan and Bulakenyong MaPagMaHaL Facebook Pages

2. Winners in the 2021 Regional Search for Brigada Eskwela Best Implementing Schools per Regional Memo No. 618, s. 2021

CHAMPION: Mega Secondary School Category
VIRGINIA RAMIREZ-CRUZ NATIONAL HIGH SCHOOL,
PANDI
School Head: Ma. Lourdes C. Valondo
School BE Coordinator: Melinda P. Romero

Second Place: Large Secondary School Category
JOSE J. MARIANO MEMORIAL HIGH SCHOOL,
PLARIDEL
School Head: Rolando B. Reyes, Jr.
School BE Coordinator: Corazon Pelovillo

3. 2021 Virtual Brigada Eskwela Best Implementing Schools cum Local Stakeholders Convergence and Recognition of Government and Community Stakeholders Awarding Ceremony on December 16, 2021 at 9:00AM to 12:00NN via DepEd Regional Office III Facebook Page

4. Deadline for Submission of Adopt-A-School Program (ASP) Fourth
Quarter Report: December 13, 2021, 12:00NN (link for Google Sheet will be provided)

5. MERALCO Customer Relations Webinar: December 02, 2021, at 2:00 PM, via MS Teams (link to be provided)

6. Wearing of Orange Colored attire and/or accessories every 25th day of the month which started yesterday, November 25, 2021 per Liham Pansangay Blg. 104, s. 2021 as part of the advocacy which rejects Violence Against Women and their Children (VAWC) and in accordance with Memorandum DRF-11102021-302 signed by Bulacan Governor Daniel R. Fernando.



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10. INFORMATION OFFICE

1. DepEd Tayo Bulacan Facebook Page

- Most Outstanding Regional Entry in the Isang Pangarap Music Video Contest
- Most Outstanding Division in Information Dissemination (Broadcast)

2. 1st Information Leaders Awards (ILAW), Regional Screening

- National Finalist, Most Outstanding in Social Media Management (Ione division from Region III who made it to the Top 10 national level finals), 1st Information Leaders Awards (ILAW), National Level

3. Congratulations to Isang Pangarap Music Video Team!

Name Station / School

1. Bryan Amiel F. De Jesus - SDO Bulacan
2. Marnick S. Gutierrez - Parada National High School
3. Kenneth G. Pabilonia - Virgen Delas Flores High School
4. Joel S. Ressureccion - Obando Central School
5. Sigfred Allen D. Alisbo - Calumpit National High School
6. Johnny B. Grafe - San Roque National High School

4. Mr. Bryan Amiel F. De Jesus, SEPS - SMN

Service Awardee as Division Information Officer
1st Central Luzon Information Channel and Keystone (CLICK) Virtual Awards and Recognition Program to be held on December 03, 2021, 10:00AM, to be streamed live on the DepEd Regional Office III Facebook Page and the CLICK Facebook Group

11. HUMAN RESOURCE DEVELOPMENT

1. G na GI Programs

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. For Submission

1. Gender And Development (GAD) Accomplishment Report for 2021

- fully signed e-copy - g-link for the online submission will be posted in the HRD Facebook Page



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	<p>2. GAD Plan & Budget</p> <ul style="list-style-type: none">- hard copy for signature to be included in the AIP submission- fully signed e-copy <p>3. NEAP – RO3 Approved Professional Development Programs</p> <ol style="list-style-type: none">1. Pursuing Innovative Virtual and Offline Teaching and Learning (Arczone)<ul style="list-style-type: none">- Beginning Teachers, 9 months to 3 years in service- last session is on December 10, 20212. Reclaiming the Zest and Joy of Teaching (Speaker: Otep Titar)<ul style="list-style-type: none">- Teachers I to III, with 7 years and above teaching experience- Done with EDDIS 3 & EDDIS 4 - Secondary Teachers will end on November 29, 2021- EDDIS 1 and EDDIS 2 on January 5 to 7, 20213. Training-Workshop on Classroom-Based Assessment and Grading in All Learning Areas<ul style="list-style-type: none">- For Master Teachers & PSDSes (December 7-10, 2021)4. The Schools Response to Digital Education: An Intensive Training on Managing School Data and Information<ul style="list-style-type: none">- For School Heads (December 14 -16, 2021)5. Training for Non-Teaching Personnel from NEAP Recognized Service Provider<ol style="list-style-type: none">1. Establishing a Successful Digital Work Experience (Arczone)<ul style="list-style-type: none">- for all Administrative Officers and Administrative Assistants- December 13 to 17, 2021- 3 hours of synchronous sessions/day; self-paced scheme for the remaining activities- Division sponsored, Php 2,000 per participant <p>12. EMPLOYEE APPRECIATION AWARD</p> <ol style="list-style-type: none">1. The Schools' Response to Digital Education: An Intensive Training on Managing School Data and	
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	<p>Information</p> <ol style="list-style-type: none"> 2. Division Training Workshop in Classroom-Based Assessment and Grading in All Learning Areas 3. Reclaiming the Zest and Joy in Teaching: Teach for Hope. Teach for Change.” (Enhancing Teachers’ Capacity for Pedagogical Care and Nurturing Empathy in a Time of Change) 	
	<p>5. MS. VICTORIA O. MADRIGAL Administrative Officer IV – Personnel</p> <ol style="list-style-type: none"> 1. Addendum/Corrigendum re: Division Open Ranking for Vacant Master Teacher I and II Positions in the Elementary Level The scheduled rankings for vacant MT positions of various districts shall be moved on later dates. 2. Division Memorandum No. 276, s. 2021 Division Online Selection Process for Reclassification of Positions in the Secondary Level 3. Division Memorandum No. 270, s. 2021 Announcement of Vacancy for Education Program Supervisor Position in Music, Arts, Physical Education and Health (MAPEH) and Schedule of Re Recruitment and Selection Processes Deadline of submission of applications is on November 25, 2021. 4. Division Memorandum No. 257, s. 2021 Announcement of Recruitment and Selection of Administrative Assistant III (Bookkeeper) and Administrative Assistant II (Disbursing Officer) Evaluation of documents is on November 23-29, 2021 5. Division Memorandum No. 249, s. 2021 Amended Job Description of Administrative Officer II in the Elementary Level 6. DepEd Secretary Leonor M. Briones approved the implementation of the twice-a-month release of the salaries of DepEd personnel which will reckon nationwide on January 2022. 	<p>1. For strict implementation</p>



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	<p>7. The first day of service of newly hired teachers will commence on the date the appointment was signed by the Schools Division Superintendent.</p> <p>8. Submission of payroll for 2021 Productivity Enhancement Incentive until November 29, 2021.</p>	
	<p>6. MR. RICHARD C. BIGLETE Division IT Officer</p> <p>1. Discussion of the Details of the Philippine National PKI and Microsoft 365 for the DepEd Personnel who will serve in the 2022 National and Local Election</p>	<p>1. For information Dissemination</p>
<p>ASDS and SDS Concerns</p>	<p>7. MS. ROWENA T. QUIAMBAO, CESE Assistant Schools Division Superintendent</p> <p>1. The Department of Education (DepEd) is the most trusted government agency in the Philippines with a rating of 91% according to the Philippine Trust Index (PTI).</p> <p>2. Discussion of the DepEd's Vision (Long Term Vision and Team Vision) and Core Values</p> <p>3. The Department of Education (DepEd) and its attached Agencies are set to receive a P629.8 billion budget for its National Expenditure Program for 2022, 6% higher than its P595 billion budget in 2021 to primarily support the expansion of safe face-to-face classes.</p> <p>4. Congratulations</p> <p>SBM Champions</p> <p>Elementary Obando Central School (Obando) Name of School Head: Dr. Lorena B. Cardenas Sta. Rita Elementary School (Guiguinto) Name of School Head: Dr. Charito N. Laggui Prenza Elementary School (Marilao North) Name of School Head: Mr. Ronaldo A. Bonifacio</p> <p>Secondary San Miguel National High School Name of School Head: Mr. Marciano V. Cruz Bunsuran National High School Name of School Head: Dr. Nancylita C. Cubol Prenza National High School</p>	<p>1. For strict implementation</p>



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	<p>Name of School Head: Dr. Ernesto P. Dizon Carlos Gonzales High School Name of School Head: Ms. Ma. Lourdes C. Valondo</p> <p>5. Congratulations Brigada Eskwela Champions</p> <p>CHAMPION: Mega Secondary School Category VIRGINIA RAMIREZ-CRUZ NATIONAL HIGH SCHOOL, PANDI School Head: Ma. Lourdes C. Valondo School BE Coordinator: Melinda P. Romero</p> <p>Second Place: Large Secondary School Category JOSE J. MARIANO MEMORIAL HIGH SCHOOL, PLARIDEL School Head: Rolando B. Reyes, Jr. School BE Coordinator: Corazon Pelovillo</p> <p>6. Thanks to Mr. Sigfred Allen Alisbo, Teacher III of Calumpit National High School, for sharing his expertise with the OSDS Unit Heads and select personnel during the training-workshop on hosting virtual events/activities.</p> <p>7. Congratulations!</p> <p>Mr. Erwin John Santos – Principal IV Schools: Dr. Felipe De Jesus NHS and Bulihan High School</p> <p>Mr. Rodrigo Jacinto – Principal I School: Salapungan National High School</p> <p>Dr. Rommel Delos Reyes – Principal I School: Obando School of Fisheries</p> <p>8. Congratulations!</p> <p>DepEd Tayo Bulacan Most Outstanding Division in Information Dissemination (Broadcast) as part of the 1st Information Leaders Awards (ILAW) Regional Screening</p> <p>9. Administrative Concerns</p> <p>1. Ongoing recruitment and selection processes for the following positions:</p> <p>1.1. EPS – MAPEH 1.2. Administrative Assistants II and III</p>	
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	<ol style="list-style-type: none">1.3. Reclassification of positions in the secondary level2. Next recruitment and selection<ol style="list-style-type: none">2.1. Registrar2.2. Secondary School Principal III2.3. Secondary School Head Teachers and Master Teachers2.4. Reclassification3. Reclassification of Positions<ol style="list-style-type: none">3.1. Principal requests for reclassification of positions and submits the following to the Personnel Unit:<ol style="list-style-type: none">3.1.1. List of Teachers of the department3.1.2. Class Program and Individual Teachers' Program3.2. Once qualified, Principal informs teachers through a school memorandum to submit documents for evaluation of the Division HRMPSB.3.3. Evaluation of documents and conduct of interview and examination by the Division HRMPSB.3.4. Endorsement to the Regional Office4. Administrative Officers<ol style="list-style-type: none">- Deployment- Key Results Areas- School Assignments – for Clustered Schools The Principal of the mother school is the rater of the AO II.- Transfer – after one year of performance management cycle5. On Transfer of Excess Teachers<ol style="list-style-type: none">5.1. Junior High School5.2. Senior High School6. Profiling of Senior High School Teachers (Major/Specialization)<ol style="list-style-type: none">6.1. Permanent6.2. Provisional7. Proposed Trainings for 2022 funded by OSDS Inset Funds<ol style="list-style-type: none">7.1. School Leadership Academy: Capacity Building for Prospective School Heads – January 19-21, 20227.2. Orientation on Procurement for School Heads and BAC Chairpersons and Vice Chairpersons - February 22-24, 2022	
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	<p>7.3. Professional Development Program for School Heads: Becoming Quality School Managers and Leaders - February 16-18, 2022</p> <p>7.4. CSC Examination for COS Employees (No budget but will push through)</p> <p>8. Responsible use of social media</p> <p>9. 4 E's of Procurement Efficient, Effective, Economical and Ethical Procedure</p> <p>10. Governing Principles on Procurement Republic Act No. 9184</p>	
ASDS Concerns	<p>8. DR. CECILIA E. VALDERAMA Assistant Schools Division Superintendent</p> <ol style="list-style-type: none"> 1. Apply the principle of subsidiary in resolving conflicts. 2. MOOE downloading and liquidation <ol style="list-style-type: none"> A. Avoid diversion of funds or malversation of funds. B. Observe proper, responsibility and transparency in utilization of funds. 3. Take responsibility and exercise intelligent decision-making and application of managerial and leadership competence. 4. The Annual Implementation Plan (AIP) should be crafted effectively and efficiently evidence-based. 5. School-Based Management in practice 6. Implement PRAISE in schools. 7. Submit soft copy and hard copy of IPCRF by district. 8. Salary every 15th and 30th day of the month. 9. Request for transfer should be addressed to the DepEd Schools Division Superintendent. 10. DepEd Order No. 48, s. 2018 regarding the prohibition of electioneering and partisan political activity. 	1. For strict implementation
	<p>9. OPEN FORUM</p> <p>Topics and Concerns Discussed:</p> <ol style="list-style-type: none"> 1. Transportation Allowance for Administrative Officers in schools 2. Volunteer participation, including the class monitors to the proposed trainings for 2022 3. Demand letters will be given to the school principals who have not yet liquidated their respective school expenses. 4. Replacement of resigned Senior High School teachers 	<ol style="list-style-type: none"> 1. School personnel are allowed to submit travel claims according to Commission on Audit rules. 2. The Schools Division Office will send the Google Form of the



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	<p>5. The overlapping schedules of the Training on School Response to Digital Education on December 14-16, 2021 and the Division Online Workshop on System for Assessment and Evaluation of Teachers Development Materials on December 15-17, 2021. Participants to the two activities are Senior High Schools.</p> <p>6. Start of work of the newly-hired Administrative Officers assigned in schools upon signing of their appointments</p> <p>7. Updating of status of the appointment Ma'am Shaira Mae Granado from Kabayo Elementary School (San Miguel North District)</p> <p>8. Suggestion to avoid overlapping of Division trainings and seminars</p>	<p>domains of the trainings.</p> <p>3. Demand letters will be given to the school heads who have not yet liquidated school expenses.</p> <p>4. It depends on the available data of the school. If there is a shortage of SHS teachers in the school, it will be replaced by submitting a request to the Division Office with the specialization for the request of publication.</p> <p>5. Priority is given to the NEAP-accredited Training on School Response to Digital Education. The first day is the synchronous and the remaining two days are for the asynchronous and validation of localized SLMs to give way to the NEAP-accreditation seminar.</p> <p>6. The newly-hired Administrative Officers can already start upon completion of their appointments based on the evaluation of the Division Personnel Section.</p>
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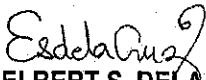
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		7.The Division Personnel Section will act on the said concern. 8.The Division Personnel Section will act on the said concern.
	10. Birthday Greetings to November celebrators Please see the downloaded presentation.	
Closing Remarks	11. DR. CECILIA E. VALDERAMA Assistant Schools Division Superintendent 1. Thanked all the participants for attending the November 2021 Division Management Committee Meeting. 2. Commended the hosts for the successful staging of the November 2021 Division Management Committee Meeting which showed the Division's continuous improvement in using technology in online meetings.	

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:

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