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

February 15, 2022

DIVISION MEMORANDUM

No. 057, s. 2022

DIVISION EXECUTIVE COMMITTEE MEETING

To: Assistant Schools Division Superintendents
Division Chiefs
Unit Heads
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. This Office announces the conduct of Division Executive Committee Meeting (EXECOM) on February 23, 2022, at 9:00 AM via online to observe health protocols as stipulated in the Inter-Agency Task Force (IATF) policies under Alert Level 2. Link will be provided before the said activity.
2. The aim of this meeting is to discuss, clarify and consolidate issues and concerns to be presented during the Management Committee (MANCOM) meeting.
3. Attendees to this meeting include the Assistant Schools Division Superintendents, Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, section heads of the SGOD, and unit heads of the OSDS.
4. Attached is the copy of the Minutes of Meeting dated January 25, 2022, for reference.
5. Expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
6. It is expected that all participants observe the minimum health standard protocols in compliance to Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines for the Management of Emerging Infectious Disease as pre-emptive interventions to combat COVID 19.
7. 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 EXECUTIVE COMMITTEE MEETING

DATE OF MEETING: January 25, 2022

TIME OF THE MEETING: 1:00 PM

VENUE OF MEETING: Via Online Meeting Link (Google Meet) <https://meet.google.com/rry-ajmy-eev>

ATTENDEES:

Name	Designation
Dr. Zenia G. Mostoles, CESO V	Schools Division Superintendent
Ms. Rowena T. Quiambao, CESE	Assistant Schools Division Superintendent
Dr. Cecilia E. Valderama	Assistant Schools Division Superintendent
Dr. Gregorio C. Quinto, Jr.	Chief Education Program Supervisor (CID)
Dr. Cecilia S. Custodio	Chief Education Program Supervisor (SGOD)
Education Program Supervisors	
Public Schools District Supervisors	
SGOD Section Heads	
OSDS Unit Heads	

As per D.M. No. 17, s. 2022

A. PRELIMINARIES

The meeting started at 1:10pm with the singing of the Philippine National Anthem followed by an Ecumenical Prayer through an audio-visual presentation, and the Checking of the Actual Number of Participants in Google Meet. Ms. Cecilia E. Cruz, Education Program Specialist is the master of ceremonies.

B. AGENDA

TOPICS	DISCUSSIONS	COMMENTS/AGREEMENTS
Call to Order and Approval of the Previous Division Executive Committee Meeting	Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent, presided the meeting Cecilia E. Cruz, Education Program Specialist, read the Minutes Previous Division Executive Committee Meeting	Minutes of the Previous Division Executive Committee Meeting was approved.
Opening Remarks	Zenia G. Mostoles, EdD., CESO V Schools Division Superintendent	1. For implementation



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	Greeted all the participants and reminded the continuous preparation of face-to-face classes, strengthen existing mechanism for blended teaching and learning, and to be updated on the IATF directives, guidelines, and or memoranda for the pandemic in the province.	
ExeCom Meeting Proper: Presentation per Functional Units School Health Section Concerns	Carlo Angelo P. Castillo, MD Medical Officer IV , gave the updates on Covid-19 Virus & Vaccination Status of SDO-Bulacan, and discussed the following: <ol style="list-style-type: none">1. DM No. 12, s. 2022, Reiterating on Reporting, Monitoring, Isolation, and Quarantine of Covid-19 and related cases among Teachers and Personnel of SDO-Bulacan2. DM No. 008, s. 2022, Wash in Schools (WinS) Monitoring Program for SY 2021-2026, Webinar entitled "SDO-Bulacan Wash in Schools Program, Are You Ready to Reach the Stars?"3. Summary of Covid-19 positive cases in SDO-Bulacan as of January 23, 2022, with 109 total no. of active cases, and 1911 total no. of cases from the start of the pandemic. A total of 17,761 vaccinated personnel, and 92 not availing Covid-19 vaccine.	1. For implementation
CID Concerns	Gregorio C. Quinto Jr. EdD. CID Chief , presented the adjusted school calendar & summary of class days, and discussed the following: <ol style="list-style-type: none">1. DM No. 26, s. 2022: Implementation of the Adjusted School Calendar of SY 2021-2022, Declaration of Academic Break (Suspension of Classes) from January 14-27, 2022	<ol style="list-style-type: none">1. The adjustment in the school calendar shall be made to ensure that the number of school days in the current school year remains in accordance to RA 11480.2. All concerned are reminded to strictly follow the provisions of DM No.26, s. 2022.3. Conduct of Mental Health & Psychosocial Support Services



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	<ol style="list-style-type: none">2. RA 11480: An Act Amending Sec. 3 of RA 7797: An Act to Lengthen the School Calendar from Two Hundred (200) Class Days3. DepEd Memo, CI-2022-009: Reiterating the Policy on Academic Ease & Allowing the Suspension of Classes & Other Teaching-Related Activities Amidst the Surge of Covid-19 Cases	<p>for DepEd personnel every Friday starting in the month of May.</p> <ol style="list-style-type: none">4. The announcement of winners will be conducted in the ManCom Meeting on January 26, 2022.5. For implementation
SGOD Concerns per Functional Unit/Division	<p>School Management Monitoring and Evaluation: Ma. Lourdes J. Patag, SEPS, congratulated Team Bulacan for the successful presentation of the 4th Quarter DMEA. She also reported the SDO Bulacan strong points in the DMEA and the compliments received from ARD Dr. Rhoda Razon.</p> <p>Social Mobilization and Networking/ Information Office: Bryan Amiel F. De Jesus, SEPS, reported major turnover of donations for the month of January 2022 including printed learning modules, Wi-Fi modems, boxes of soap, hand sanitizers, and LED light bulbs. For the information office, composition of Division Public Affairs Team which will be part of the DepEd RO III Public Affairs Team (R-III PAT) per RM 041, s. 2022.</p> <p>Planning and Research: Maribel S. Perez, SEPS, presented the upcoming activities in research; meeting with District Research Coordinators, District Research Advisers & Secondary Schools Research Coordinators, and the 2nd Call for Research Proposals.</p> <p>Human Resource Department: Marilene G. Ramos, SEPS, presented the following programs; Recognition of SDO</p>	<ol style="list-style-type: none">1. Submission of Proposals, AIP & PPMP of SDO is extended until February 28, 2022. It will also be included in the accomplishment report.2. Calendar of trainings/activities is subject to change in consideration of the alert level and procurement process. Provide an allowance of 30 days for the procurement process.3. Update fund obligate for training & supplies. The proponents must review their projects if completed.4. All proposals & PPAs shall be submitted to M&E to be included in the accomplishment report.5. For implementation





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Personnel's Exemplary Accomplishments & Employee Service Awards for CY 2021, SEAMEO-INNOTECH Scholars, Submitted IPCRF of SDO Personnel FY 2021 & OPCRf of School Heads for SY 2020-2021, Values-Based Leadership Program, Capacity Building Training for GAD Focal Persons, Teacher Induction Program, Becoming Quality School Managers & Leaders, GAD Advocacy Campaign Materials & other HRD trainings & seminars, and Training Passport for teachers to be implemented.

Cecilia S. Custodio, PhD.

SGOD Chief, discussed the following concerns & announcements from SGOD:

- RM No. 034, s. 2022: Submission of Data on Child Protection Committees in Schools
- RM No. 032, s. 2022: Classification on the IATF Vaccination Requirement for DepEd Personnel Reporting On-site.
- RM No. 160, s. 2022: Protocol in Reducing the Minimum On-site Workforce or Temporary Closure of Premises Under the Alert Level System
- DM-PHROD-2021-0010: Guidelines on the Implementation of the Results-Based Performance Management System for SY 2020-2021
- The RPMS Cycle
- DM 160, s. 2021: Submission of Phase 4: IPCRF and OPCRf Data Collection for SY 2020-2021 and Phase 1: Performance Target Setting and Development for SY 2021-2022



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	<ul style="list-style-type: none">• List of Nominated Schools to Conduct Limited Face to Face Classes submitted to the Region• Report on Vaccination Status (Learners) Dated January 12, 2022: 659 out of 302,138 in elementary level and 81,111 out of 195,431 in secondary level for public schools• DM NO. 11, s. 2022: Designation of the Division Sports Coordinator, Jay-Arr C. Tayao, EPS, Division Sports Coordinator & Ariston E. Manuel, EPS-MAPEH, Asst. Division Sports Coordinator• Division Virtual Capacity Building of Sports Skills Among Sports Coaches and Advisers (as per DM 301, s. 2021) hosted by Marciano C. Rivera Elementary School• Upcoming activities: National Virtual Training in Officiating Football on February 25-27, 2022 to be attended by Jayson P. De Guzman from Partida Elementary School and Alfred T. Cruz from San Miguel National High School• National Virtual Workshops in Coaching Dance Sports on January 31 to February 4, 2022 to be attended by Philip M. Martinez from Mariano Ponce High School and Kathleen Joyce D. Juan from Engr. Vicente R. Cruz Memorial School• National Virtual Workshops in Officiating Dance Sports (TBA): February 2022 to be attended by Emmanuel S. Balidoy from Prenza National High School and Resty M. Isip from San Juan Elementary School	
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	Cecilia E. Valderama, PhD, ASDS , raised a clarification on the submission of proposals by January 2022 as agreed on the Strat Plan. She reminded that it is part of budget planning along with AIP & PPMP of SDO for consolidation.	
Information and Communication Technology Section (ICTS) Updates	Richard C. Biglete, IT Officer , presented the ICT Unit Programs & Project Updates for the 1 st Qtr. CY 2022. He reported the Issues & Challenges, and Ways Forward. He reiterated DO No. 41, s. 2021: Inspection & Acceptance Protocols for the Procurement of Goods in the Department of Education. He also reported DepEd Sim Card & Connectivity as per OUA Memo 00-1121-0190, DCP Updates, Recommendation for DCP 2022 Recipients, Website Development, ICT Training Conducted as per DM No. 273, s. 2021: Online Workshop on Microsoft 365 & Google Suite to Support Basic Education Learning Continuity Operation Plan. He congratulated early school website adopters and reported on DepEd 0365 Issued Accounts & School Adobe accounts.	<ol style="list-style-type: none">1. Inspection & acceptance of DCP packages are handled by the Asset Management & the Property Custodian of the recipient schools.2. For implementation
Accounting Unit Concerns	Agnes M. Seifnezhad Accountant , discussed payments related to Downloading, SRI, Hazard Pay, Per Diem, and issues causing delay: <ol style="list-style-type: none">1. Neglect of Duty c/o ADAS in the School & District level such as incomplete attachments, wrong spelling, outdated templates, wrong classification of expenses, submitted documents in 2 sets & late submission2. Delayed or non-submission of payroll related matters (step increment)3. Non-submission of PACSVAL, wrong ATM account number, DTR not tally with log-in sheet & date of	<ol style="list-style-type: none">1. There should be a collective effort from the School level to the District to the Division for the handling of finance & budget.2. Provide technical support and or assistance to ADAS, bookkeeper & AO.3. Provide reorientation, development program, and capacity building to ADAS, bookkeeper & AO.4. Validate Special Hardship Allowances of teachers



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	<p>accomplishment report, investigation of fraudulent activities related to finance and audit i.e., overpricing, insufficient office supplies provided to teachers, BAC, MOOE utilization, bookkeeper not doing their jobs, cash deficiencies, expenses shouldered by teachers & students, incompetence of SHs, & lack of transparency & accountability.</p> <p>Anne Castillo, PSDS, raised question on MOOE downloading & liquidation without the knowledge of District Supervisors Virgilio Laggui, EPS, suggested to consult the School Heads regarding the crafting of monitoring tool</p>	<ol style="list-style-type: none">5. Include official statement of DepEd in ATM and or banking fraud.6. Remind teachers of financial obligations to private entities.7. Complaints to teachers received in the Division regarding financial obligations, loans, atm, shall be endorse to the School Head.8. Monitoring tool to be crafted must be objective.9. Payment from MOOE will only be allowed for Utility Workers and School Guards.10. Review Contract of Service and source of payment for School Clerk.11. For implementation
Finance & Budget Unit	<p>Alice Almazar, Budget Officer, discussed the National Budget for CY 2022 issued by DBM: National Budget Circular 587, s. 2022</p>	<ol style="list-style-type: none">1. For implementation
ASDS Concerns	<p>Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent, discussed the following:</p> <ol style="list-style-type: none">1. Lessons from DMEA2. Policies for Implementation (DepEd Memoranda, DepEd Order)3. 2022 Learning & Development Programs of CSC4. Values-Based Leadership Program & Schedule of VBL Program Training5. Ease of Doing Business & Efficient Government Service Delivery Act of 2018 & the Anti-Red Tape Act (ARTA) & SDO's Citizen's Charter6. Computation of efficiency indicators in Schools and Districts	<ol style="list-style-type: none">1. For implementation
Closing Program	<p>Closing Remarks: Cecilia E. Valderama, PhD, Assistant Schools Division</p>	



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	Superintendent , congratulated everyone for the conduct of ExeCom in preparation to the ManCom, and as a guide in managing the Division for the synchronized implementation & operations in the Schools.	
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Having no more matters to be discussed, the meeting was adjourned at 5:00 PM.

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

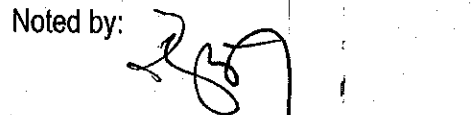
Prepared by:


CHRISTIAN V. DELA CRUZ
Project Development Officer I

Reviewed by:


CECILIA S. CUSTODIO, Ph.D.
Chief Education Program Supervisor – SGOD

Noted by:


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



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