



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

March 15, 2022

DIVISION MEMORANDUM
No. 084, 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 March 25, 2022, at 9:00 AM at Guinguinto Conference Hall, Guinguinto Central School, Guinguinto, Bulacan.
2. The aim of this meeting is to discuss, clarify and consolidate issues and concerns to be presented during the Management Committee (MANCOM) meeting on March 30, 2022.
3. Attendees to this meeting include the Assistant Schools Division Superintendents, Division Chiefs, Education Program Supervisors, eight (8) Public Schools District Supervisors (2 representatives per EDDIS to be selected by the EDDIS chairs), section heads of the SGOD, and unit heads of the OSDS.
4. Attached is the copy of the Minutes of Meeting dated February 23, 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: February 23, 2022, Wednesday

TIME OF THE MEETING: 9:00AM – 12:00 PM

VENUE OF MEETING: Via Online Meeting Link (MS Teams)

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	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. 057, s. 2022

A. PRELIMINARIES

The meeting started at 9:00am with the singing of the Philippine National Anthem followed by the nationalistic song *Pilipinas Kong Mahal* and a Prayer through an audio-visual presentation, and the Checking of the Actual Number of Participants in MS Teams. 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 Agenda of the Division Executive Committee Meeting	Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent, presided the meeting Cecilia E. Cruz, Education Program Specialist, presented the Minutes Previous Division Executive Committee Meeting	1. Minutes of the Previous Division Executive Committee Meeting was approved. 2. Ma'am Rowena T. Quiambao requested to add the questions raised in the previous ExeCom and the succeeding Execom and ManCom. Summarize the





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		questions and include business arising from the meeting. 3. The Agenda of the Division Executive Committee Meeting was approved.
Reminders from SGOD - School Health Section	Carlo Angelo P. Castillo, MD Medical Officer IV , announced the Wash in Schools (WinS) Division Best School Program Implementer and discussed the following: a) DM No. 004, s. 2022: Guidelines on the Health Concerns for the Progressive Phase of Limited Face-to-Face Classes. b) Gave the updates on Covid-19 Virus & Vaccination Status of SDO-Bulacan as of February 23, 2022. c) Presented the list of vaccination status, 358 out of 17,513 personnel are unvaccinated.	1. For implementation
Latest Updates of the F2F Classes/ CID Concerns	Gregorio C. Quinto Jr. EdD. CID Chief , mentioned his discussion with SGOD Chief to have common pronouncement regarding the latest updates on the face-to-face classes and the call for entries to be announced in the ManCom as well as recent wins from the month of January to February 2022. He also mentioned to tackle the frequently asked question on SLM and milestones regarding recent happenings in the Division.	1. For implementation
SGOD Concerns per Functional Unit/Division	School Management Monitoring and Evaluation: Ma. Lourdes J. Patag, SEPS , discussed the Quality Assurance Monitoring & Evaluation	1. All of the evaluation report will be uploaded in Google Drive to be easily accessed by the proponents.





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	<p>(QAME) and procedures for the conduct of QAME on trainings of SMME. She presented the ME & QA process of PPAs Form including the Google Sheet per Functional Unit. She also discussed the F2F classes monitoring, Report on the Vaccination Status of JHS & SHS Participating in the F2F Classes as of February 22, 2022, Program International Student Assessment (PISA) on March to May 2022.</p>	
Message	<p>Zenia G. Mostoles, EdD., CESO V, Schools Division Superintendent, advised the discussion of concerns in the ExeCom in preparation for the Mancom. She encouraged to answer questions from the School Heads on policies and other issues. She suggested to allow questions after each presentation.</p> <p>She also pointed out major concerns in the limited face-to-face classes. The data presented appear that the learners are not 100% vaccinated. There are specific municipalities who requested to hold the face-to-face classes.</p> <p>Dr. Cecille S. Custodio, SGOD Chief, explained that the data on vaccination status are raw data as of February 22, 2022. The data presented in the region covers 100% fully vaccinated participating learners as of February 20, 2022.</p>	<ol style="list-style-type: none">1. Ask the field on the reason why some of the learners are not vaccinated in JHS & SHS.2. Learners who are included in the face-to-face classes should be fully vaccinated.3. Verify the data on vaccination status of the learners. Return the data to School Heads with the help of EPS&PSDS to validate before submission to region.4. Be careful in communicating the vaccination of learners to parents. Encourage learners & parents to be vaccinated.5. Provide other learning options/ modalities in distance learning.6. Ensure the safety of the learners especially those who are participating in the face-to-face classes.7. Wait for further guidelines from the National Government and the IATF8. For Implementation
Continuation of SGOD Concerns	<p>Human Resource Department: Marilene G. Ramos, SEPS, presented trainings conducted by HRD:</p>	<p>Dr. Cecille E. Valderama, ASDS,</p>





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<p>per Functional Unit/Division</p>	<ul style="list-style-type: none"> a) Orientation on the Ease of Doing Business & Efficient Government Service Delivery Act of 2018 b) Anti-Red Tape Act & SDO Citizens Charter c) Values-based Leadership Program d) Division Training of Trainers for the Capacity Building of AO-II on Property and Supply Management e) Seminar Workshop on Gender Equality for Education, and f) Induction Program for SDO Employees & Support Service <p>She also announced the incoming HRD activities on:</p> <ul style="list-style-type: none"> g) Instructional Leadership in the New Normal thru the ARCZONE Professional Development Inc. h) Orientation on the Pilot Implementation of IPBT (Enhanced TIP) on March 2022 i) Gender & Development Validation of Developed Materials on Comprehensive Sexuality Education (CSE) School Modules j) DM No. 048 s.2022: In line with RM No. 2022: Timeline of Activities on the <i>Pagdiriwang ng "Orange Day"</i> (No to VAWC) k) Distribution of shirts in celebration of Women's Month to be wear on March 25, 2022, l) Personalized Desk Flipped Planner & Organizer 2022 m) PRAISE-<i>Taunang Pag-uulat sa mga Nakamit na Tagumpay-SDO Bulacan Gawad Galing Kawani (GGK)</i> Recognition of 	<ul style="list-style-type: none"> 1. Consider the calibration of RPMS to ensure standards of deliverables & performance. 2. Directed the SMME to submit evaluation report on the trainings conducted by HRD. 3. Reminded the agreement by the end of February on the submission of consolidated projects of each Functional Units to asses & revive the proposal for the PMIS for compliance. Encode the budget in the PMIS. 4. Adjust the schedule of TIP in preparation for the SMEA/DMEA. <p>Ma'am Rowena T. Quiambao, CESE, ASDS,</p> <ul style="list-style-type: none"> 5. Instructed to include Regional Memorandum on TPSLM and share the excel form to the EPS group for consultation. She suggested to print the form before answering and encoding. <p>Dr. Cecilia S. Custodio, SGOD Chief,</p> <ul style="list-style-type: none"> 6. Announced that the trainee with the highest grade will qualify to the division and be nominated as the most outstanding project. He/ She will represent the division in the regional office. 7. There will be a weekly submission of the list of additional validated schools until March 28, 2022 (target date) 100% are expected to be ready for the face-to-face classes as per SSAT (RM No. 82, s. 2022). Link will be posted.
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	<p>SDO Personnel Exemplary Accomplishment for CY 2021 on March 17-18, 2022</p> <ul style="list-style-type: none">n) DM No. 042 s. 2022: CSC Online Assessment on the Program to Institutionalize Meritocracy & Excellence in HRM-PRIMEo) TPSLM Online Monitoring & Evaluation/ Validation of Application & Projects of the Training Program on School Leadership & Management (TPSLM) for Untrained School Heads, andp) Updates on RPMS with reference to DM No, 004 s, 2022 or the of the RPMS Philippine Professional Standards for Teachers RPMS-PPST for SY 2021-2022. <p>Dr. Cecille E. Valderama, ASDS, raised that during the conduct of background investigation, the feedback does not match the RPMS rating.</p> <p>Dr. Virgilio Laggui, explained why they are not using the TPSML.</p> <p>Dr. Carlito Dela Cruz, PSDS, asked if they can hold the TIP due to changes and adjustments in the schedule.</p> <p>Dr. Cecilia S. Custodio, SGOD Chief, discussed the following concerns & updates from SGOD:</p> <ul style="list-style-type: none">a) OUA Memo 0222-0125 (BKD Program Database: Data Collection)b) <i>Tara Kwentuhan Tayo</i> Registration/ <i>Kentuhan ng Mga Magulang at Guro,</i>	<p>8. For implementation</p>
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- c) Free Bone Screening in Partnership with Bulacan Medical Society (BMS),
- d) EduAKSYON Virtual Regional Visit & Press Conference with Secretary Leonor Briones on March 1, 2022.

She congratulated the winners of the first Central Luzon Info Channel & Keystone (CLICK) Awards & recognition Program, RM No. 114 s. 2022 Awardees, Commendable audit findings on the implementation of BEFF SY SY2021 of Engr. Carl Paulo A. Fernando.

She reported the implementation of the progressive phase of the limited face-to-face classes on February 21, 2022, to be submitted in the regional office.

She specified that as of February 14, 2022, 251 elementary & secondary schools conducted & passed the SSAT, 51 schools started as monitored by the Division Composite Team.

She cited ways forward: the continuous assessment & provision of technical assistance to school reopening on February 2022 onwards.

Furthermore, she also stated AIDE MEMOIRE: Covid-19 Vaccination Protocols for On-site Reporting of the Teaching & Nonteaching Personnel of DepEd.

Dr. Cecille E. Valderama, ASDS, mentioned the initiatives conducted by the LGU to prioritize the vaccination of learners in large schools. She advised





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	to reach out to parents and provide instructions for the face-to-face classes.	
<p>OSDS Concerns & Announcement Accountant Accounting Unit Concerns</p>	<p>Agnes M. Seifnezhad Accountant, presented & discussed the following:</p> <ul style="list-style-type: none"> • DM No. s. 2022: Checklist of Requirements for Attachment Claims for Processing at the Accounting Unit. • Boncodin Formula: Computation of MOOE Budget Proposal (BP) FY 2019 and Proposed Standardized Wages of Utility Worker & Security Guard <p>Dr. Zenia G. Mostoles, CESO V, reminded that hiring of utility & guard in schools is under contract of service. Under COS there is no employee-employer relation. She also clarified that the budget for innovation projects should not come from regular fund. Regular fund should be used in routine activities. Innovation usually is beyond the budget. It should include the acquisition of resources needed for the realization of the project.</p> <p>Ma'am Rowena Quiambao, CESE, clarified that AIP include CI projects based on gap analysis aligned with the budget. Budget for the CI projects should be based on Boncodin Formula.</p>	<p>Dr. Zenia G. Mostoles, CESO V</p> <ol style="list-style-type: none"> 1. Review Budget Proposal and AIPs of schools. 2. Come up with a standard range or ceiling in consideration with the size of learners and efficiency of service in terms of funding requirements. Instead of maximizing the amount, it will be more beneficial and efficient to have additional personnel. Provide the number of personnel that can be hired in schools and not limit to two Contract of Service. 3. Take immediate action to address issues in the salary of school utility & guard. 4. AO/ADAS should assist the School Head in the preparation of AIP & SOB 5. There should be a periodic checking of budget for monitoring. Discuss to the school heads <p>Ma'am Agnes M. Seifnezhad,</p> <ol style="list-style-type: none"> 6. Target vs actual expenses will be prepared by AO/ADAS and will provide justification why the target is not met. <p>Ma'am Rowena Quiambao, CESE</p> <ol style="list-style-type: none"> 7. Solicit recommendations from PSDS/EPS on the ground regarding MOOE & Budget Proposal of schools particularly on funding of utility & guard. 8. Communicate the Budget Proposal to AO/ADAS, & School Head to supply unavailable data





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		<p>9. Require the submission of Monthly Cash Program, AIP, & SOB for audit</p> <p>Dr. Cecilia E. Valderama,</p> <p>10. Consult the School Heads on the proposed budget and its implementation</p> <p>11. Problems encountered in the implementation of budget is due to variance in the target & actual expenditure. Actual expenditure is not included in the Budget/ Procurement Plan.</p> <p>12. Involve the supervisors in the discussion of budget. Monitor & guide the AO/ADAS in the district.</p> <p>13. For implementation</p>
ICTS Issues & Concerns	<p>Richard C. Biglete, IT Officer, discussed the following; DCP Updates, DO No. 36 s. 2011: DepEd Policy on Repair & Maintenance of Computer Units that are Out of Warranty, RM No. 52 s.2022: Submission of ICT Device Management & Monitoring Team, RM No. 116 s. 2022: Call to Action to Expedite Distribution of Microsoft 365 Learners Account, and DCP Needing Maintenance & Repair FY 2022.</p>	<p>1. For implementation</p>
OSDS Concerns & Announcement	<p>Ma'am Rowena T. Quiambao, CESE, thanked and congratulated the following;</p> <ul style="list-style-type: none">a) Josefina Pedroche, for the Induction Program for Employees under the Support Services,b) Raquel Climaco, for the Division Training of Trainers for the Capacity Building of AOII & Property Custodians on	<p>1. For implementation</p>





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	<p>Property & Supply Management,</p> <ul style="list-style-type: none">c) the Team Leaders of the 4 Pillars of PRIME-HRM for the Presentation of Preparations for the Accreditation of the SDO to CSC Director Dulce Cuchon,d) the SDO Composite Teams for a job well done in validating the readiness of our schools to the F2F classes and in providing technical assistance. <p>She also discussed the Agenda of the Office of ASDS, DO 0035, 2022:</p> <ul style="list-style-type: none">e) Amendment & Additional Provisions to DO No. 36, s. 2007, & 37, s. 2018: Prescribing the Maximum Loanable Amount & Delegation of Approving Authorities under DepEd Provident Fund Program,f) DO 004, s.2022: Extension of Loan Terms of Payment under the Departments Automatic Payroll Deduction System Program,g) DM 004 s. 2022: Implementation of the RPMS Philippine Professional Standard for Teachers for SY 2021-2022,h) DM 005 s. 2022: Grant of Continuing Authority from COMELEC to Appoint, Hire New Employees & Transfer of Detail of DepEd Personnel during the Election Period of the 2022 National & Local Elections,	
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	<p>i) DM 006 s. 2022: Dissemination of MC No. 95: Directing All Government Agencies, Offices, Instrumentalities, as well as Local Government Units to Prepare for the Implementation of the Philippine Identification System & Its Integration into Government Processes, Databases, Systems, & Services,</p> <p>j) DM 007 s. 2022: Adjustment to the Period of Consultation & Application for Changes in Tuition & Other School Fees by Private Educational Institutions in light of the Adjusted School Calendar for SY 2022-2023,</p> <p>k) Latest Issuances and the Values-Based Leadership Program. (69.49% Participants)</p> <p>She also thanked the proponents of the Annual Accomplishment Report of SDO for 2021. (SMME & Editorial Board)</p> <p>Moreover, she also discussed the Profiling of Secondary School Teachers on Eligibility, Learning & Development Interventions for NQESH Takers, and Lessons on Financial Management.</p>	
<p>Open Forum</p>	<ol style="list-style-type: none"> 1. Sir William Ortega asked what is needed to be given the certificate of completion for the first batch of trainees in the TIP. He also clarified if they could continue the ongoing training. 2. Dr. Joel Vasallo, clarified to the Health Unit those who are classified as fully vaccinated. 	<ol style="list-style-type: none"> 1. Those who have an ongoing TIP training may continue. A link is posted in the HRD group chat for the uploading of the requirements. Adjust the schedule of the release of modules to the new enhanced TIP and send the requirements.





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	<p>3. Dr. Virgilio Laggui, asked if the DMEA/SMEA presentation will push through.</p>	<p>2. Those who are vaccinated with JANSSEN (one dose) are considered fully vaccinated.</p> <p>3. Submission of SMEA will continue via google drive for the secondary schools. Ma'am Rowena Quiambao instructed SMME to share SMEA presentation and report.</p>
<p>Closing Remark</p>	<p>Dr. Zenia G. Mostoles, CESO V, thanked everyone for the successful implementation of the limited F2F classes. She reminded the letter sent to local executives thru the PSDS requesting to prioritize the vaccination of learners included in the F2F classes. She instructed to follow-up the schedule of classes and coordinate closely with the RHU while the SDO is coordinating with the Provincial Health Office. She also announced that the division is part of the regional news team under the leadership of the information officers together with the supervisors.</p>	<p>1. Remind the School Heads of the required parents' consent and be careful in dealing with parents with regards to the vaccination of their children.</p> <p>2. Submit the schedule of schools to SGOD by district together with the parents' consent.</p> <p>3. Inform the chiefs if there are excelling schools in any aspect that needs to be recognized.</p>

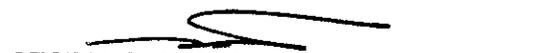
Having no more matters to be discussed, the meeting was adjourned at 2:30 PM.

-----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

