



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

April 11, 2022

DIVISION MEMORANDUM

No. 121, 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 April 18, 2022, at 8:30 AM at Bulakan Conference Hall, Gen. Gregorio del Pilar Integrated School, Bulakan, 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 April 25, 2022.
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 March 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: March 25, 2022, Friday, (As per D.M. No. 086, s. 2022)

TIME OF THE MEETING: 9:00AM – 3:00 PM

VENUE OF MEETING: Guiguinto Conference Hall, Guiguinto Central School, Guiguinto, Bulacan.

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	

A. PRELIMINARIES

The meeting started at 8:30 AM with the singing of the Philippine National Anthem followed a Prayer through an audio-visual presentation. Mr. Jay-Arr C. Tayao, Education Program Supervisor and Cecilia E. Cruz, Education Program Specialist facilitated the meeting.

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 Jay-Arr C. Tayao, Education Program Supervisor, presented the Minutes of the Previous Division Executive Committee Meeting.	1. The Minutes of the Previous Division Executive Committee Meeting was approved. 2. The Agenda of the Division Executive Committee Meeting was approved.





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School Health Section Concerns	<p>Carlo Angelo P. Castillo, MD Medical Officer IV, presented and announced the following:</p> <ul style="list-style-type: none">• All of the Wash in Schools (WinS) Program in the Division for both elementary and secondary schools are completed.• Wash in Schools (WinS) Division Best School Program Implementer in Elementary: Daungan ES, Prenza ES, and Tiaong ES and San Ildefonso NHS for the Secondary School.• There is only one active case of Covid-19 Positive in the Division. <p>Dr. Virgilio Laggui asked if the reported unvaccinated teachers are observing the required RT-PCR every two weeks.</p> <p>Ma'am Marissa Ortega asked if the Saliva Test for Covid-19 is accepted</p> <p>Dr. Carlo Angelo Castillo explained the types of RT-PCR Test and clarified that no specific RT-PCR Test was indicated in the memorandum.</p> <p>Dr. Cecilia Custodio, asked if the 8 million budget for the face-to-face classes can be used by the Division to cover the RT-PCR Test of teachers.</p>	<ol style="list-style-type: none">1. Participating schools are subject to Division Validation by the WinS Technical Working Group, after which the school will be given an award after passing the validation.2. Ma'am Rowena Quiambao instructed to find out the reason of the remaining 122 unvaccinated personnel in the Division as requested by the Region. She reiterated that unvaccinated teachers are not allowed to handle face-to-face classes.3. Dr. Carlo Angelo Castillo responded that the Health Section is monitoring the compliance of schools for the reporting of unvaccinated teachers. Unvaccinated Teachers should present their medical certificate to the health section for validation.4. Atty. Elmer Lopez clarified that the Division does not prohibit and discriminate the unvaccinated teachers from reporting to schools given that they will undergo; (1) RT-PCR and/ or (2) Antigen Test. Those who are determined to be ineligible for vaccination and issued with medical certificate shall be covered by the Division.
CID Concerns	<p>Gregorio C. Quinto Jr. EdD. CID Chief, presented and discussed the following:</p> <ol style="list-style-type: none">1. Standard Response to Communications Related to the	<p>Dr. Gregorio Quinto:</p> <ul style="list-style-type: none">• Instructed the PSDS to be in charge of the early registration for SY 2022-2023. Two PSDS





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	<p>Vaccination Requirement, Antigen Testing, and Other Health Protocols;</p> <ol style="list-style-type: none">2. Release of the National Orientation Videos of the Results-Based Performance Management System – Philippine Professional Standards for Teachers (RPMS-PPST) for SY 2021-2022;3. Implementation Guidelines on the Teaching and Learning Component of the Limited Face-to-Face Classes (RM No. 180, s. 2022, March 21, 2022);4. Notice from the Provincial Government of Bulacan on the Distribution of Learning Resource Materials for Grades 1,2 &, 3 and Grade 11 of SHS;5. Guidelines on the Intensification of Monitoring and Evaluation for 5Bs - <i>Bawat Batang Bulakeno Bihasang Bumabasa</i>;6. Galaw Pilipinas Advisory;7. Conduct of the Early Registration for School Year 2022-20238. Good News! <p>Congratulated the following winners:</p> <ul style="list-style-type: none">• Mary Christine Lopez from General Gregorio Del Pilar IS, Top 10 Finalist in the 2022 World Kidney Day by the Philippines Society of Nephrology• Nidelyn Vintalan and Lianne Cuevas from San Miguel NHS, Philippine Science Heritage Quiz Winners• San Miguel NHS, One of the Top Performing Schools in the College Mock Test Simulation School Year 2021-2022	<p>will be scheduled/ assigned per day.</p> <ul style="list-style-type: none">• Early registration for the School Year 2022-2023 shall be conducted from March 25 to April 30 nationwide. <p>Ma'am Rowena Quiambao:</p> <ul style="list-style-type: none">• Clarified that the region has data/basis for contextualizing the schedule of activities and it is only "suggested" and not prescribed in the memorandum as mentioned by the SDS. <p>Dr. Zenia Mostoles:</p> <ul style="list-style-type: none">• Directed the Supervisors and School Heads to look into how to effectively implement learning programs in the curriculum.• Present models or sample of class programs from the region. Do not require schools to follow specific learning programs.• Class program shall indicate basis for implementation noted by the School Head. <p>Dr. Cecilia Custodio:</p> <ul style="list-style-type: none">• Implementation of class program depends upon the schools based on needs as approved by the CID. The School Head will craft the class program, to be reviewed by the Supervisors, and approved by the Chiefs. The PSDS will review the class program of elementary schools while the
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Sir William Ortega inquired the schedule of SBM Validation on April. Dr. Gregorio Quinto replied to wait for the memorandum.

Dr. Virgilio Laggui, asked what assistance can they provide for the scheduling of the suggested activities in the class program.

Dr. Joel Vasallo clarified that the schools can deviate from the standard class program and that special class program shall be handled by the Education Program Supervisor.

Dr. Cecilia Custodio cited that there will be no alternate face-to-face classes starting April 4, 2022 as per region and simultaneous implementation of face-to-face classes will be conducted including afternoon sessions and shifting of schools.

Sir Richard Biglete and Dr. Joel Vasallo explained that the ICT Coordinators handle 2 hours of ICT teaching aside from LIS and Inventory.

EPS is in charge of the secondary schools.

- Ensure the compliance to SSAT and F2F readiness of schools issued with certification signed by the two Chiefs.

Ma'am Rowena Quiambao:

- Directed the prioritization of learners through the supervision of the School Heads and the PSDSs.
- Reiterated that the Class Program will be prepared by the School Heads, reviewed by the EPS/PSDS, and approved by the CID Chief.
- Pointed out the observation of the region that the class programs are not signed by the Division.

Dr. Gregorio Quinto:

- Instructed that the class programs shall contain/bear the name of the signatories: prepared by, reviewed by, and approved by.

Dr. Zenia Mostoles:

- Directed to follow-up on the issuance of SSAT and F2F certificates, and LGU concurrence immediately.
- Vaccination status of schools who will be implementing face-to-face classes will be submitted to the Provincial Office.
- All public schools under the Division shall be open on April.





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		<ul style="list-style-type: none"> • TechVoc schools shall handle the repair of ICT not the coordinators as indicated in the memorandum. • Conduct personnel audit to teachers. Strip them of other functions to prioritize teaching.
SGOD Concerns/ Updates	<p>Cecilia S. Custodio, PhD, SGOD Chief, presented and discussed the following concerns and updates per functional unit:</p> <ol style="list-style-type: none"> Planning and Research: DM No. 17, s. 2022, Conduct of the Early Registration for SY 2022-2023 (March 25-30, 2022) Disaster Risk Reduction Management: Additional Trash Bin for Special Waste, Submission of Fire Prevention Month Report 2022, and Regional Advisory to Participate in the Fire Safety Awareness and Advocacy Art Contest. Youth Formation Division: Division Training of the 2021 Department of Agriculture's <i>Gulayan sa Paaralan</i> Program (DA-GPP) Support Funds Recipient. Physical Facilities Unit: Division Letter No. 15, s. 2022, Inspection Report of Polling Precincts/Canvassing Centers for MERALCO- Malolos Business Center Social Mobilization and Networking/ Information Office: Submission of Adopt-A-School Program (ASP) Quarterly Report, Division Advisory no. 010, s. 2022 (Philippine Identification System On-Site Registration in Schools with F2F Classes), Release of the maiden issue of 	<p>Atty. Elmer Lopez:</p> <ul style="list-style-type: none"> • Advised to prepare all the necessary documentation for the school lot as early as possible to prevent problems. • Come-up with the valuation of physical facilities of schools in coordination with Engineer and DRRM Officer. <p>Engr. Carl Paulo Fernandez:</p> <ul style="list-style-type: none"> • Conveyed that due to limited funding on 2017, only titling and other documentary requirement are funded by the Central Office. <p>Dr. Zenia Mostoles:</p> <ul style="list-style-type: none"> • Directed SGOD to check the issues of schools in their lots. • Follow up the status of request for funding submitted to the Central Office for the procurement of lot. • Compute the value of lot and cost of building to request funding • Provide a summary of requirements for the procurement of lots • As soon as the documents are ready, submit a letter of request to the Central Office for





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	<p>Bulakenyong Mapagmahal (the official quarterly e-newsletter of SocMob & Networking Unit) and calling for the submission of articles, and Capacity Building of Information Officers on Social Media Management and Information Dissemination.</p> <p>VI. Human Resource Department: Instructional Leadership in the New Normal, Orientation on the PPSSH for Prospective School Principals, Division Hybrid Orientation on the Induction Program for Beginning Teacher (Enhanced TIP for SY 2021-2022), <i>Pagdiriwang ng Woman's Month</i>, NEAP Sim and TIP Completers 2022, RPMS Videos and Trainer's Pool, and HRD Focal Point System.</p> <p>VII. School Management Monitoring and Evaluation: Validation of SBM Level of Practice by the Validation Team is On-going for Level 1, 2, and Applicant schools for Reclassification, DMEA Schedule, and PISA.</p> <p>VIII. Other Concerns: RM no.175, s. 2022, SARO for the Release of Additional Funding for F2F, DM no. 14, s. 2022 DepEd Quality Management System (QMS) and Procedures and Work Instructions Manual (PAWIM), School's OPCRf 2021-2022 Online Validation, Re-orientation on SIP/AIP for 2022-2025, RM no. 180, s. 2022, TPSLM Concerns, SSAT Compliance Certificate SY 2021-2022, and Sports Programs</p>	<p>the funding of the procurement of lots.</p> <p>Dr. Cecilia Custodio:</p> <ul style="list-style-type: none">• SBM is a practice. The schools should be ready anytime and not for documentation alone.• Revisit QMS – DM No. 14, s. 2022 target before the end of the year.• QMA/PAWIM will be conducted by sampling 2 schools per district but we will familiarize the Division Office first.• Encode and update the SSAT and F2F in the google drive for the Progressive Expansion Phase of the Face-to-Face Classes per District.• A TPSLM winner will be announced once the memorandum is signed. The winner will serve as entry to the region. <p>Ma'am Ma. Lourdes Patag:</p> <ul style="list-style-type: none">• Announced that the letter of request to take the English Proficiency Test (EPT) will be acknowledged.• A masterlist of EPT applicants will be provided.• EPT result is valid up to 2 years.• New applicants and those who have obsolete EPT results will be accommodated.
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	<p>Dr. Neriza Fanuncio, discussed the issue of the lot donated to Biñang ES.</p> <p>Ma'am Jennifer Quinto, raised concern on the lot donated to Engr. Vicente R. Cruz ES.</p> <p>Sir William Ortega informed that the value demanded for the lot donated to Engr. Vicente R. Cruz ES was too high.</p> <p>Ma'am Cecilia Buenaventura, reported that they have submitted a request to Central Office for the funding of lot.</p> <p>Sir William Ortega asked about the years of experience required for teacher applicants.</p>	
Accounting Unit Concerns	<p>Agnes M. Seifnezhad Accountant, presented & discussed the following:</p> <ul style="list-style-type: none">• Proposed Standardized Salaries of Job Order Security Guard and Utility Worker for:<ol style="list-style-type: none">a. Regular and permanent employmentb. Contract of Servicec. Job Orderd. Casual Employment ande. Security Guard• Threshold for Elementary Schools and Secondary Schools (Both IUs and Non-IUs).• Read an anonymous complaint from the CSC Regional Office.	<ul style="list-style-type: none">• The salary of the Job Order Security Guard and Utility Worker shall be taken from the Maintenance and Other Operating Expenses (MOOE) on the basis of the combined Annual Fixed Amount and Annual Allowable Amount per Classroom.• Check unpaid utility or guard to the schools. Submit a summary or inventory of COS or JO and find out the reason why they are not paid.• Utilization of F2F budget will be based on SARO. There is no NCA from DBM. It will be requested by the region. <p>Ma'am Rowena Quiambao:</p> <ul style="list-style-type: none">• Give awards to MOOE Liquidation of schools to be included in the MOVs.





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OSDS Concerns & Announcement	<p>Ma'am Rowena T. Quiambao, CESE, Congratulated Assistant Schools Division Superintendent Cecilia E. Valderama, PhD for her graduation.</p> <p>She also congratulated the PRAISE Committee and greeted all the woman leaders in the Division of Bulacan a Happy Women's Month.</p> <p>Presented & discussed the following agenda:</p> <ol style="list-style-type: none">1. Latest Issuances – DepEd Order and Memoranda2. Second Regional ManCom Meeting Summary of Agreements3. Leadership Program's Outputs4. Orientation on the PPSSH for Prospective Principals5. Reminder on Rules Against Electioneering and Partisan Politics6. Teacher Hiring for SY 2022-2023	<p>Dr. Zenia Mostoles:</p> <ul style="list-style-type: none">• Security services of agencies including watchman should be required to be licensed starting July 2022.• Job Description of Security Guard and or Watchman should be specified. Relevant trainings should also be included.
Open Forum & Closing Statement	<p>Zenia G. Mostoles, EdD, CESO V, asked for other concerns from the ExeCom participants.</p> <p>Sir Peter Lacap, informed the participants to coordinate with their LGU and COMELEC that the teachers will not man the triad or isolation area to prevent issues on Election Day.</p> <p>Ma'am Marissa Ortega suggested to repeat the PNPKI application procedure to be approved.</p>	<ul style="list-style-type: none">• Conduct inventory of personnel and identify who among those who submitted their PNPKI have issues pending in the DICT.• Make an inventory of actions taken regarding school issues particularly on electrical connection.• Do not allow the schools to be used for any political activity.• Remind the School Heads and Teachers on Rules Against Electioneering and Partisan Politics.• Refrain from requesting to candidates, campaigning and joining rallies.





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Having no more matters to be discussed, the meeting was adjourned at 3:00 PM.

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

Prepared by:

for: [Signature]

CHRISTIAN V. DELA CRUZ
Project Development Officer I

Reviewed by:

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

Noted by:

[Signature]

ZENIA G. MOSTOLIS, EdD, CESO V
Schools Division Superintendent

[Signature]

