



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

June 9, 2022

DIVISION MEMORANDUM
No. 194, 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 June 23, 2022, at 8:30 AM at Baliwag North Central School Conference Hall, Baliwag North District, Baliwag, 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 June 24, 2022, at the Provincial Gymnasium, Capitol Compound, City of Malolos.
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 May 20, 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: May 20, 2022, Friday, (per D.M. No. 152, s. 2022)

TIME OF THE MEETING: 8:30 AM

VENUE OF MEETING: Sta. Maria Central School Conference Hall, Sta. Maria Central District, Sta. Maria, Bulacan

ATTENDEES:

Name	Designation
Zenia G. Mostoles, EdD., CESO V	Schools Division Superintendent
Rowena T. Quiambao, CESE	Assistant Schools Division Superintendent
Cecilia E. Valderama, PhD.	Assistant Schools Division Superintendent
Gregorio C. Quinto, Jr., PhD	Chief Education Program Supervisor (CID)
Cecilia S. Custodio, PhD.	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 a prayer through an audio-visual presentation. Ms. 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 Cecilia E. Cruz, Education Program Specialist II, 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.
Reminders from School Health Section	Carlo Angelo P. Castillo, MD Medical Officer IV, gave the updates on Covid-19 Cases and Vaccination Status published by DOH as of May 9-15, 2022 and the SDO Bulacan Summary of Covid-	1. For Implementation





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	19 Cases and Vaccination Weekly Report as of May 16, 2022.	
CID Concerns	<p>Gregorio C. Quinto, Jr., PhD, CID Chief, presented and discussed the following:</p> <ul style="list-style-type: none">Guidelines in the Preparation of the Contextualized School Learning Recovery Plan<i>Memorandum Pansangay Blg. 154 s. 2022 – Mayo 13, 2022: Mga Pabula at Kwentong Pambata</i>Updates on Awards and Recognition <p>Virgilio Laggui, PhD, Education Program Supervisor, discussed the following:</p> <ul style="list-style-type: none">References for recognition and awarding (DO No. 21, s. 2022, DO No. 18, s. 2021, DO No. 36, s. 2016)Process Flow of Contextualization/ Localization of Learning ResourcesDM No. 149, s. 2022Announced the winners/ awardees from SDO-Bulacan in various competitions <p>Ariston Manuel, Education Program Supervisor, announced the winners of <i>Galaw Pilipinas</i> awardees awarded by the Assistant Schools Division Superintendents</p>	<ol style="list-style-type: none">The target date of the Division Validation of 5Bs in English and Filipino is on June 13 to 24, 2022Revisit the references for the complete processes and mandates pertaining to giving of awards and recognition.For implementation
SGOD Concerns/ Updates	<p>Cecilia S. Custodio, PhD, SGOD Chief, presented and discussed the following concerns and updates per functional unit:</p> <p>I. School Monitoring and Evaluation:</p>	<ol style="list-style-type: none">Participants of the School-Based Feeding Program (SBFP) are District Nutrition Advisers, District Feeding Coordinators, and all health personnel. The Administrative





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	<ul style="list-style-type: none">DM No. 155, s. 2022: Administration of Computer-Based English Proficiency Test (EPT), Validation of SBM level of practice level 1 and 2, and DM No. 156, s. 2022 (IPBT) <p>II. Social Mobilization and Networking/ Information Office:</p> <ul style="list-style-type: none">Submission of consolidated PTA Documents as per Regional Memo 276, s. 2022, Deadline: May 26, 2022Call for the submission of articles for the 2nd Issue of Bulakenyong MaPagMaHaL e-newsletter, Deadline: June 15, 2022 <p>III. Physical Facilities Unit:</p> <ul style="list-style-type: none">2022 National School Building InventoryOn-Site Inventory of School Building <p>IV. School Health Services:</p> <ol style="list-style-type: none">Orientation on the Supplemental Guidelines of the School-Based Feeding Program (SBFP) FY 2022 on May 27, 2022 at Guiguinto District HallOrientation of Wash in Schools-District level on May 2022 to June 2022.Resumption of the Delivery of School-Based Health Services in Schools <p>V. OUA MEMO 00-0322-0020, Dated March 2, 2022: National Composite Team for the Pilot Implementation of Limited Face-to-Face Classes</p>	<p>Assistants of Districts are also participants as requested by the division accountant.</p> <ol style="list-style-type: none">Monitoring of the Proper Conduct of Flag Raising and Flag Lowering Ceremony per District to be posted on Social Media.For implementation
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	<p>VI. Private Schools Concerns: 1. Region-wide Orientation of Division Private School Composite Team and Private School Administrators/Principals on the Progressive Expansion of Face-to-Face Classes 2. List of Private Schools with SSAT Certificates and participants of the F2F Classes.</p> <p>VII. Progressive Expansion of Face-to-Face Classes Report of SDO Bulacan (EDDIS I-IV)</p> <p>VIII. RM No. 286, s. 2022: Reiterating Some Salient Provisions of RA 8491 Otherwise Known as the Flag and the Heraldic Code of the Philippines</p> <p>Ma'am Edelmira Reyes, PSDS, raised a clarification on the conduct of Flag Raising Ceremony</p>	
Accounting Unit Concerns	<p>Agnes M. Seifnezhad Accountant, discussed DO No. 39, s. 2019, Division Web-Based Monitoring of the Release, Receipt, Utilization, and Reporting of the MOOE Funds (OUF-2021-0880), and RM No. 092, s. 2022: Web-Based Monitoring System on School MOOE Funds</p>	<ol style="list-style-type: none">1. Funds charge for official business covers day 0 until the next day after the last day of the official business.2. Financial system and technicalities shall be discussed first with the executive committee for consultation before implementation.3. Refer to the guidelines for the issuance of training certificates4. For implementation
Welcome Remarks/ Message	<p>Zenia G. Mostoles, Ed.D, CESO V, Schools Division Superintendent, reminded the participants on making</p>	<p>"Taking a decision even if it turned out to be wrong is better than having no decision at all"</p>





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	decision and becoming accountable as leaders	
Intermission Number	Cultural dance performed by teachers of Sta. Maria District	
OSDS Concerns	<p>Cecilia E. Valderama, PhD, Assistant Schools Division Superintendent,</p> <ul style="list-style-type: none"> Discussed concerns on the percentage of MOOE liquidation reported. It can be an indicator of performance in terms of managing resources of schools. Discipline and values of learners returning to schools <p>Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent, congratulated the following:</p> <ul style="list-style-type: none"> LRP Team OSDS Unit Heads Carlito Dela Cruz, PSDS, Bulacan Public School Teachers Multipurpose Cooperative Maverick V. Catahan from Plaridel District <p>Presented and discussed the following agenda:</p> <ol style="list-style-type: none"> Latest Issuances – DepEd Orders and Memoranda Schedule of Selection and Deployment Processes in the Secondary Level Learning Recovery Plan NQESH Examinees HR Concerns 	<ol style="list-style-type: none"> Encoding of MOOE liquidation in the google sheet is done per district Impose strict compliance on the submission of financial report every first week of the month to be facilitated by the accounting unit Revisit content of the contract of service (COS) before renewal. Subject the said personnel to performance evaluation/ appraisal. Take extra precaution and care in handling learners returning to schools All hiring, promotion and reclassification of personnel shall use existing guidelines Newly hired teachers shall take their Oath to the Barangay Chairman to be signed by the SDS Newly hired teachers shall start on their first day of service For implementation
Open Forum	<p>Ma. Lourdes J. Patag, SEPS, announced some reminders on SBM validation and EPT administration</p> <p>Virgilio Laggui, PhD, EPS, & Joel I. Vasallo, PhD, EPS, clarified the schedule of LRP presentation to LGU</p>	<ol style="list-style-type: none"> Schools shall present LRP to the Barangay Chairman. District/EDDIS shall present to the Municipal Mayor. LRP of elementary and secondary schools shall be





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		reviewed by the validation team before presentation. 3. LRP Validation shall be conducted simultaneously per district/EDDIS. 4. A memorandum will be released for the groupings per district/EDDIS. 5. The validation team shall select 1 elementary and 1 secondary school LRP that will be presented to the LGU
Closing Remarks	Cecilia E. Valderama, PhD, Assistant Schools Division Superintendent	

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, EdD, CESO V
Schools Division Superintendent

