



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

July 13, 2022

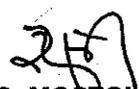
DIVISION MEMORANDUM

No. 239, 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 July 22, 2022, at 8:30 AM at Marilao Conference Hall, Marilao North District, Marilao, 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 July 26, 2022 for the secondary school heads group, at the Galilee Wonderland Resort, Alejo Hi-way, San Pedro, Bustos, Bulacan, and on July 27, 2022, at the Provincial Gymnasium, Capitol Compound, City of Malolos for the elementary school heads group.
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 June 21, 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:** June 21, 2022, Tuesday, (As per D.M. No. 201, s. 2022)

**TIME OF THE MEETING:** 8:30 AM

**VENUE OF MEETING:** Baliwag North Central School, Baliwag, 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 the singing of the Philippine National Anthem followed by a Prayer through an audio-visual presentation. Ms. Inah Marifaye M. Blanco, Project Development Officer I 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  Christian V. Dela Cruz, Project Development Officer I, 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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<b>Reminders from School Health Section</b>	<b>Shirley Burgos, Nurse represented Carlo Angelo P. Castillo, MD Medical Officer IV, presented and discussed the following:</b> <ul style="list-style-type: none"><li>• Updates on Covid-19 Cases and Vaccination Status. The SDO Bulacan Summary of Covid-19 Cases and Vaccination Weekly Report as of June 15, 2022: 1 confirmed active case.</li><li>• Reorientation on Wash in Schools for School Heads was conducted.</li><li>• School-based Helminthiasis Control Program (Deworming) will be conducted August 2022 and January 2023. This program is an essential part of other programs like WinS and SBFP.</li></ul>	For implementation
<b>CID Issues and Concerns</b>	<b>Gregorio C. Quinto, Jr., PhD, CID Chief, presented and discussed the following:</b> <ol style="list-style-type: none"><li>1. Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the K to 12 Basic Education Program (DepEd Order No. 25, s. 2022)</li><li>2. Concerns from the Division Education Program Supervisors</li><li>3. Good News!</li></ol> <b>Marinella P. Garcia Sy, PhD, EPS, presented and congratulated the winners in various competition in science as well as Virgilio Laggui, PhD in Araling Panlipunan, Francisco Macale in Mathematics, and some announcements from Joel I. Vasallo, PhD concerning EPP/TLE &amp; ALS and Ariston E. Manuel in MAPEH.</b>	For implementation
<b>Intermission Number</b>	<b>Song number performed by Baliwag North Central School Teachers</b>	





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**SGOD  
Concerns/  
Updates**

**Cecilia S. Custodio, PhD, SGOD Chief,** presented and discussed the following concerns and updates per functional unit:

**I. Social Mobilization and Networking/  
Information Office:**

- 2021 NATIONAL BRIGADA ESKWELA AWARDING CEREMONY, June 20, 2022, Iloilo Convention Center (ICON), Iloilo City
- Submission of consolidated Milo Monitoring Report (*pdf copy*) is on or before June 30, 2022 via email [depedbulacansmn@gmail.com](mailto:depedbulacansmn@gmail.com) using this filename format: (*Name of District*) \_Milo Monitoring Report June 2022
- Submission of Consolidated Adopt-a-School Program (ASP) Quarterly Report per district for elementary and per EDDIS for secondary via email: [depedbulacansmn@gmail.com](mailto:depedbulacansmn@gmail.com)  
Deadline: June 24, 2022, 12:00PM
- Kindly upload 5 best pictures during the conduct of the CIP division validation in your schools. Just make your own school folder via google drive link posted and sent via Bulacan SICs and SCIOs facebook group and District Information Officers' group chat. Chosen pictures will be posted in DepEd Tayo Bulacan facebook page.  
<https://drive.google.com/drive/folders/1-k7pR2KwxstFSMUenZJhdiNVOLTii9T>

**II. Human Resource Department**

- DM No. 080, s. 2022 – Establishment of HRD Focal Point System in the EDDIS level (Elem & Sec) and Designation of HRD Focal Persons Thereof
- DIVISION HYBRID FIRST QUARTERLY CONSULTATIVE MEETING ON THE IMPLEMENTATION OF INDUCTION

1. Computation using Boncodin Formula for Elementary (Php313) and JHS (Php300)
2. School Heads are reminded to subject to accounting rules and procedures
3. Deadline of LRP validation on July 8, 2022
4. For implementation





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	<p>PROGRAM FOR BEGINNING TEACHERS (IPBT)</p> <p><b>III. School Management Monitoring and Evaluation:</b></p> <ul style="list-style-type: none"><li>• SUMMARY OF SCHOOL-BASED MANAGEMENT Conducted</li><li>• ENGLISH PROFICIENCY TEST Schedule on July 1, 2022</li><li>• All completed and consolidated Technical Assistance Report shall be uploaded to the website of Project SUSTAIN</li><li>• June 28 and 29, 2022 – 2<sup>nd</sup> Quarter DMEA and June 23-24, 2022 – Submission of unit/section reports/accomplishments via encoding to google drive <a href="https://tinyurl.com/DMEA-1st-quarter">https://tinyurl.com/DMEA-1st-quarter</a></li><li>• QUALITY ASSURANCE, MONITORING AND EVALUATION (QAME)</li></ul> <p><b>IV. Planning and Research:</b></p> <ul style="list-style-type: none"><li>• LIS, BEIS, NSBI: 1. Electronic submission of National School Inventory Report, 2. Electronic uploading of Government School Profile in the BEIS, 3. Finalization of End of School Year Status of Learners in the LIS</li><li>• Please be reminded of the given deadline for each report announced during the last MANCOM</li><li>• 1. Please remind all the private schools/SUCs/LUCs to submit the electronic submission of their private school/SUCs/LUCs profile for SY 2021-22 on or before June 30, 2022</li><li>• 2. Please remind them also of the Finalization of End of School Year and</li></ul>	
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updating of Learner status in the Learner Information System

**V. Physical Facilitates Unit & Disaster Risk Reduction Management:**

- The Division Engineer has received numerous reports of fraudulent organizations who wish to donate school buildings without going through the proper procedures and without providing the required documents as per DO 24, s. 2016.
- OUA Memorandum 05 March 2020: "In light of all these reports, all DepEd officials in the regional and division offices, as well as in schools, are hereby instructed to adhere strictly with the guidelines stated in **DO No. 24, s, 2016** when approached by organizations proposing to make donations to schools."
- OUA Memorandum 05 March 2020
- DepEd Order No. 24, s. 2016 - Guidelines on Accepting Donations and On Processing Applications for the Availment of Tax Incentives by Private Donor Partners Supporting the K to 12 Program
- RADAR Registration

**VI. Other Concerns:**

- DM No. 043, s. 2022
- DM No. 037, s. 2022
- DM No. 025, s. 2022
- DM No. 013, s. 2018
- RM No. \_\_\_\_, s. 2022: Participation in the week-long Activities in Celebration of DepEd 124<sup>th</sup> Founding Anniversary
- Memorandum DM-CI-2020-00162: Suggested Strategies in Implementing Distance Learning Delivery Modalities for SY 2020 -2021
- Schedule of Activities





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<b>OSDS Concerns</b>	<p><b>Cecilia E. Valderama, PhD, Assistant Schools Division Superintendent</b>, discussed the following:</p> <ol style="list-style-type: none"><li>1. Submission of service credits (election, census, or authorized service rendered beyond office hours)</li><li>2. Request for Transfer (a. 3 years or more w/ exception, b. Submit to SDS not LGU)</li><li>3. School Based Feeding Program (operational expenses stick to the guidelines)</li><li>4. MOOE Eligible Expenses for Graduation</li><li>5. MOOE OVERDUE unliquidated accounts</li><li>6. IPCRF</li><li>7. Leave of Absence (DO No. 25, s. 2022)</li><li>8. GSIS ARREARS</li><li>9. New MSP</li><li>10. Supervision, monitoring, and provision of technical assistance to Administrative Officers</li></ol> <ul style="list-style-type: none"><li>• Issues and concerns to be discussed in MANCOM per unit</li></ul> <p><b>Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent</b>, greeted happy Father's Day and congratulated all the teams for the overall leadership on SLRP crafting and presentation and for the CSE Online Review and Rollout of the Web-based Monitoring of the MOOE utilization and liquidation reporting.</p> <p>Presented and discussed the following agenda:</p> <ol style="list-style-type: none"><li>1. Latest Issuances – DepEd Orders and Memoranda</li><li>2. Schedule of Selection and Deployment Processes in the Secondary Level</li><li>3. Learning Recovery Plan</li><li>4. HR Concerns</li><li>5. Secretary Liling's "Habilin" for all DepEd Officials and Personnel</li></ol>	<ol style="list-style-type: none"><li>1. Request for transfer is within the jurisdiction of DepEd</li><li>2. Online graduation shall be confirmed by the two ASDS. For the F2F graduation, the ASDSs will select schools. Those who will not be confirmed by the ASDSs shall be confirmed by the PSDS for elementary, and EPS for the Secondary.</li><li>3. For implementation</li></ol>
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<b>Closing Remarks</b>	<b>Daniel Ortega, PSDS</b>	<i>"The key to effective leadership is influence not authority"</i>
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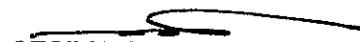
Having no more matters to be discussed, the meeting was adjourned at 2:00 PM.

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

Prepared by:

  
**CHRISTIAN V. DELA CRUZ**  
Project Development Officer I

Reviewed by:

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

Noted by:

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent

