



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

October 21, 2022

**DIVISION MEMORANDUM**

No. **372**, s. 2022

**DIVISION EXECUTIVE COMMITTEE MEETING**

To: Assistant Schools Division Superintendent  
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 October 25, 2022, at 8:30 AM at Parada Elementary School, Sta. Maria East, Sta. Maria, Bulacan.
2. The aim of this meeting is to discuss, clarify and consolidate issues and concerns to be presented during the Online Management Committee (MANCOM) meeting on October 28, 2022, for both elementary and secondary school heads.
3. Attendees to this meeting include the Assistant Schools Division Superintendent, 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 September 12, 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.

**ROWENA T. QUIAMBAO, CESE**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent





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**MINUTES OF THE DIVISION EXECUTIVE COMMITTEE MEETING**

**DATE OF MEETING:** September 12, 2022, Friday, (As per D.M. No. 306, s. 2022)

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

**VENUE OF MEETING:** Villa Emmanuella Wave pool & Resort, Plaridel, 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. Cecille E. Cruz, Education Program Specialist II facilitated the meeting.

**B. AGENDA**

TOPICS	DISCUSSIONS	COMMENTS/AGREEMENTS
Call to Order and Approval of the Agenda of the Division Executive Committee Meeting	<p>Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent, presided the meeting</p> <p>Ms. Cecille E. Cruz, EPS II, presented the Minutes of the Previous Division Executive Committee Meeting.</p>	<ol style="list-style-type: none"><li>1. The Minutes of the Previous Division Executive Committee Meeting was approved.</li><li>2. The Agenda of the Division Executive Committee Meeting was approved.</li></ol>
Opening Message	Dulce Regina C. Flores, PhD, PSDS, Plaridel District, introduced the Honorable Mayor of the Municipality of Plaridel	<ol style="list-style-type: none"><li>1. For information</li></ol>





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	<p><b>Hon. Jocel Aimee R. Vistan, Mayor,</b> <b>Municipality of Plaridel,</b> greeted and welcomed the members of the ExeCom and introduced the members of the Municipal Council</p> <p><b>Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent,</b> acknowledged and shared her message to the Honorable Municipal Mayor and members of the Municipal Council of Plaridel</p>	
<b>Reminders from School Health Section</b>	<p><b>Carlo Angelo P. Castillo, MD</b> <b>Medical Officer IV,</b> presented and discussed the following:</p> <ol style="list-style-type: none"><li>1. Updates on Covid-19 Cases and Vaccination Status. The SDO Bulacan Summary of Covid-19 Cases and Vaccination Weekly Report as of September 11-12, 2022.</li><li>2. Status of Vaccination on Private Schools</li><li>3. IATF For the Management of Emerging Infectious Diseases: Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response as of June 4, 2022.</li></ol>	<ol style="list-style-type: none"><li>1. Recommended to continue wearing face mask to stay protected</li><li>2. Form 6 (Leave Form) shall be signed by the Medical Officer/ School Health Section before approval</li><li>3. For information, dissemination, and implementation</li></ol>
<b>Announcement and Concerns from CID</b>	<p><b>Gregorio C. Quinto, Jr., PhD, CID Chief,</b> presented and discussed the following:</p> <ol style="list-style-type: none"><li>1. Administration of Diagnostic Test for School Year 2022-2023</li><li>2. Administration of Various Assessments</li><li>3. Regionwide Search for Top 10 Performing Elementary &amp; Secondary Schools (Division Memorandum No. 311, s. 2022)</li></ol> <p><b>Virgilio Laggui, PhD, EPS,</b> clarified the consolidation of School Report on the Results of the Regional Diagnostic Assessment</p>	<ol style="list-style-type: none"><li>1. Timely submission of consolidated reports to the SDO</li><li>2. Submission of School Reports on the Results of the Regional Diagnostic Assessment will be via Google Link with the assistance of the ICT Unit</li><li>3. Consolidation of Reports on the Results of the Regional Diagnostic</li></ol>





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	<p><b>Anastacia N. Victorino, EdD, EPS</b>, continued the discussion of the following:</p> <ol style="list-style-type: none"> <li>4. Concerns from Alternative Learning System</li> <li>5. Concerns from Learning Resources Management Development System</li> <li>6. Concerns from Division Education Program Supervisors</li> <li>7. Good News!</li> </ol>	<p>Assessment shall be per grade level</p> <ol style="list-style-type: none"> <li>4. For information, dissemination, and implementation</li> </ol>
<b>Awarding of SSAT Certificates per District</b>	<p>The School Safety Assessment Tool (SSAT) Compliance Certificate was awarded by Rowena T. Quiambao, CESE, ASDS, Gregorio C. Quinto, Jr., PhD, CID Chief, and Cecilia S. Custodio, PhD, SGOD Chief. The certificates were received by the PSDS from each Educational District</p>	<ol style="list-style-type: none"> <li>1. For information</li> </ol>
<b>Announcement &amp; Concerns from SGOD</b>	<p><b>Cecilia S. Custodio, PhD, SGOD Chief</b>, presented and discussed the following:</p> <ol style="list-style-type: none"> <li>1. Frequently Asked Questions. Responses and Legal Bases.</li> <li>2. Reports submitted to the Regional Office               <ol style="list-style-type: none"> <li>2.1. Weekly Reporting on the Status of Schools and Preparations for SY 2022 – 2023. Submitted every Friday until last week of October, 2022.</li> <li>2.2. PAROCHIAL ISSUES/CONCERNS RELATIVE TO BUDGET COMMITTEE HEARING</li> </ol> </li> </ol> <p><b>Jay-Arr C. Tayao, MIT, EPS</b>, continued the discussion and presented the following concerns per functional unit:</p> <ol style="list-style-type: none"> <li>I. <b>Youth Formation Coordinators</b> <ul style="list-style-type: none"> <li>• Student Government Elections for the School Year 2022-2023</li> </ul> </li> <li>II. <b>Planning and Research Concerns</b> <ul style="list-style-type: none"> <li>• Division Letter No. 078, s. 2022: E-Saliksik and Quality Control Checklist (QCC) Virtual Orientation, September 27, 2022 (1:30 pm – 4:30 pm) via MS Teams. Participants: District Research Coordinators District Research Advisers</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Issuance of Division Memorandum on the implementation of policy on actual working hours for teachers</li> <li>2. Respect the identity and allow all learners to go to school. If possible, provide urinal on male toilet or build toilet for LGBTQR+</li> <li>3. Request for the use of school for specified activities may be allowed on Saturday and Sunday and shall not interfere with classes</li> <li>4. Collection of PTA contributions shall commence on the 3<sup>rd</sup> month of classes</li> <li>5. For information, dissemination, and implementation</li> </ol>





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	<p>Secondary Schools Research Coordinators</p> <p><b>III. School Management Monitoring and Evaluation:</b></p> <ul style="list-style-type: none"><li>• DM No. 75, s. 2022: Moratorium on the Conduct of Division and Regional SBM Validation Activities</li><li>• <b>Reminders:</b><ol style="list-style-type: none"><li>1. Third Quarter Division Monitoring Evaluation and Adjustment (DMEA) shall be conducted on September 26 to 28, 2022 at 8:030AM at SDO Conference Hall. All units/sections must be ready with the presentation of their accomplishment report.</li><li>2. Same thing with School Monitoring Evaluation and Adjustment (SMEA). It is expected that schools shall present their accomplishment and consolidate such report by district to be sent to the google link that will be posted prior to Sept 26, 2022.</li><li>3. Reminders on the accomplishment of Technical Assistance given to the school heads/teachers. Form B to Form D shall be accomplished and submitted in preparation for the quarterly Program Implementation Review at DepEd Region III.</li></ol></li></ul> <p><b>IV. Social Mobilization and Networking/ Information Office:</b></p> <ul style="list-style-type: none"><li>• 2022 Brigada Eskwela Search for Best Implementing Schools and Special Awards per RM 475, s. 2022</li><li>• Important Dates to Remember:<ol style="list-style-type: none"><li>1. Deadline of the Submission of BE Accomplishments via Google Form - October 7</li><li>2. EDDIS level Search - September 9-20</li></ol></li></ul>	
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3. Submission of EDDIS Winners to the DO  
- on or before September 21
4. Submission of the Soft Copies of  
documents of the EDDIS Winners via  
Google Form - September 21-23
5. Division Level Search - September 26 -  
October 10
6. Submission of the list of entries & hard  
copies of the documents to the RO -  
October 12
7. Regional Onsite Validation - October 24 -  
November 30

**V. Human Resource Department**

1. Induction Program for Beginning  
Teachers Pilot Implementation
2. Mentees in the IPBT Pilot Implementation  
who have submitted an e-Portfolio
3. Comments/Suggestions of Beginning  
Teachers about the Implementation of  
the Program (Year 1)
4. School Heads in the IPBT Pilot  
Implementation who have submitted an  
M & E Form
5. Points for Improvement of beginning  
teachers based on the mentors'  
individual progress reports
6. School's Best Practices in Coaching and  
Mentoring beginning teachers
7. Gender and Development:
  - 7.1 Kindly answer this google form link:  
<https://bit.ly/GAD-Initiative-2022> for  
the online monitoring of School GAD  
PPAs
  - 7.2 October 12 – 14, 2022 (Conduct of  
the proposed hybrid training on  
GENDER SENSITIVITY IN THE  
EDUCATIONAL SETTING for select  
GAD focal persons, guidance  
counselors, and teachers)
  - 7.3 October 28, 2022 (Online submission  
of 2022 GAD Accomplishment  
Report (GAR) and 2023 GAD Plan  
and Budget)





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<b>Inspirational Message</b>	<b>Zenia G. Mostoles, Ed.D, CESO V</b> , Schools Division Superintendent	<i>"Leaders come and go, what matters most is your professional and interpersonal relationship to one another"</i>
<b>OSDS Announcement &amp; Concerns</b>	<b>Rowena T. Quiambao, CESE, Assistant Schools Division Superintendent</b> , Thanked the teachers, school heads, and supervisors for the successful Balik Eskwela 2022. Congratulated Ma'am Lorena P. Budoso on her promotion as AO IV of the Records Unit. <ol style="list-style-type: none"><li>1. Report on Issues Concerning the Operations of SDO Bulacan</li><li>2. TEACHER REQUIREMENT FOR SY 2022-2023 (Report of the Planning Unit) - basis for transfer of excess teachers</li><li>3. Agenda of Units of OSDS</li><li>4. Preparations for hosting of regional mancom meeting</li><li>5. Reminder: Responsible use of social media</li></ol>	<ol style="list-style-type: none"><li>1. Review and apply the prescribed DepEd Manual of Style on writing communications</li><li>2. For information, dissemination, and implementation</li></ol>
<b>Closing Remarks</b>	<b>Cecilia E. Valderama, PhD, Assistant Schools Division Superintendent</b> , thanked the Plaridel District led by Dulce Regina C. Flores, PhD, PSDS, for hosting the Division ExeCom Meeting	

Having no more matters to be discussed, the meeting was adjourned at 2:00 PM.

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

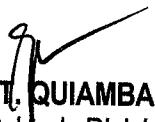
Prepared by:

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

Reviewed by:

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

Noted by:

  
**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

