



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

October 21, 2022

DIVISION MEMORANDUM

No. **374**, s. 2022

DIVISION MANAGEMENT COMMITTEE MEETING

To: SGOD and CID Chiefs
Public Elementary and Secondary School Heads
Assistant Principals from SHS Implementers
Department Heads from Secondary Schools
Unit Heads of the OSDS
Section Heads of the SGOD
All Others Concerned

1. This Office announces the conduct of Division Management Committee Meeting (MANCOM) via Microsoft Teams on October 28, 2022, Friday, program will start at exactly 8:30AM, time allotment for admitting participants is from 8:00 to 8:25 AM only. Members of the EXECOM except the Public Schools District Supervisors are expected to be in the SDO Studio Room to address issues and concerns to be raised during the said meeting. Meeting link will be provided and sent to MANCOM members' e-mail address after successful registration at <https://tinyurl.com/MANCOM-Oct2022-Registration>. Registration is a must using valid DepEd e-mail address specifically the Office365 account (@r3-1.deped.gov.ph) or the official Gmail account (@depded.gov.ph) if Office365 is not available.

2. The agenda of the meeting are as follows:
2.1 CID Concerns
2.2 SGOD Concerns
2.3. OSDS Concerns
2.4 Schools Division Superintendent/Assistant Schools Division Superintendents' Concerns

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 Division Office, Elementary and Secondary School Heads, Assistant Principals from the SHS Implementers, and Department Heads from the Junior High Schools.

4. It is expected that all participants observe the following Netiquettes.

Before Meeting

a. Observe good grooming and dress appropriately during virtual conference meeting.



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- b. Observe the actual virtual time. Participants should attend the virtual conference at least Five (5) minutes before the scheduled online meeting to ensure efficient connectivity and audio/video set-up.
- c. Choose an appropriate meeting area which is free from background distractions and disruptions. If possible, try to isolate yourself and set up a desk with a notebook and pen ready.

During Meeting

- a. Mute microphones during the presentation of agenda. During the Open Forum, you may send a message at the chat pane and should wait for the moderator to read the message to be addressed/answered.
 - b. Give your focused and full attention to the online meeting. Eating and other unnecessary actions should be avoided. Focusing on the screen is a good way to show the presenters that you are attentive. Avoid side conversations with others via other means of communication.
 - c. Participate fully by being actively engaged in the online meeting by listening to the one speaking, sharing your thoughts and ideas when needed and taking down important notes.
5. Attached is the copy of the Minutes of Meeting dated September 16, 2022, for reference.
6. 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.
7. It is expected that all participants observe the minimum health standard protocols in compliance to Inter-Agency Task Force (IATF) policies under Alert Level as pre-emptive interventions to combat COVID 19.
8. 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 MANAGEMENT COMMITTEE MEETING

DATE OF MEETING: September 13, 2022

TIME OF THE MEETING: 8:30 AM

VENUE OF MEETING: MS Teams Video Conferencing

ATTENDEES:

Designation	Name
1. Zenia G. Mostoles, EdD, CESO V	Schools Division Superintendent
2. Cecilia E. Valderama, PhD	Assistant Schools Division Superintendent
3. Rowena T. Quiambao, CESE	Assistant Schools Division Superintendent
4. Gregorio C. Quinto Jr., EdD.	Chief EPS (CID)
5. Cecilia S. Custodio, PhD.	Chief EPS (SGOD)
6. Education Program Supervisors	
7. Public Schools District Supervisors	
8. Division Unit Heads	
9. SGOD Personnel	
10. Public Elementary and Secondary School Heads	
11. Assistant Principals in the SHS and Department Heads from the JHS	
12. Technical Working Committee Members	

1. Singing of the National Anthem
2. Recitation of the DepEd Vision and Mission, and Quality Policy Statement
3. Singing of the DepEd Bulacan March
4. Video presentation of the DepEd DRRM Jingle
5. Discussion of the virtual Division Mancom Meeting's House Rules
6. Checking of attendance
7. Opening Prayer – Video Presentation
8. Call to Order and Approval of the Minutes of the Previous Division Mancom Meeting, and Agenda for the said Division Mancom Meeting – Ms. Rowena T. Quiambao, Assistant Schools Division Superintendent, CESE
9. Master of Ceremonies: Ms. Cecille Cruz, Education Program Specialist



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AGENDA	DISCUSSION	AGREEMENT
Medical Updates	1. CARLO ANGELO P. CASTILLO, M.D. Medical Officer IV 1. SDO Bulacan Summary of COVID-19 Cases as of September 11, 2022 (Please see the recorded video). 2. Vaccination Status of Learners by Age as of August 13, 2022 (Please see the recorded video). 3. IATF Updated Quarantine and Isolation Protocols for General Public and Healthcare Workers and Authorized Sectors (Please see the recorded video). 4. Reiteration of the Importance of Wearing Face Masks	1. For information dissemination, implementation and compliance
CID Concerns	2. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor (CID) ANASTACIA N. VICTORINO, EdD Education Program Supervisor FILIPINO 1. Administration of Diagnostic Test for School Year 2022-2023 2. Administration of Various Assessments Regionwide 3. Search for Top 10 Performing Elementary and Secondary Schools Division Memorandum No. 311, s. 2022 4. JOEL I. VASALLO, PhD Education Program Supervisor – ALS (OIC) ALS Concern 1. Results of Screening / Selection of ALS CLC Enumerators for School Year 2022-2023 2. ALS Graduation Rites 5. RAINELDA M. BLANCO, PhD Education Program Supervisor - LRMS LRMS Concerns	1. For information dissemination, implementation and compliance



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1. 4th Division Competition on Storybook Writing
2. List of Supplementary Learning Resources Needed by the Public-School Libraries and Hubs
Please see the recorded video.

3. Regional Diagnostic Assessment

4. Project CAP-LRE 2022

5. Utilization of SLMs

6. NEAP Recognized Training on Pedagogical and Andragogical Approaches to Localize Learning Materials

Date: September 20-22, 2022

Venue: Ann Raquel Resort, Olongapo City, Zambales

6. Concerns from Education Program Supervisors

MR. FRANCISCO B. MACALE
Education Program Supervisor
MATHEMATICS

1. Assistance received from different Municipalities and congressmen as of September 9, 2022 for the upcoming Regional Management Committee Meeting

ARISTON E. MANUEL
Education Program Supervisor
MUSIC, ARTS, PHYSICAL EDUCATION AND HEALTH

1. MAPEH and MADRASAH
Regional Memorandum on Online Planning Meeting on the Development of Supplementary Materials for Special Program in Sports
September 19, 2022, at 9:00 AM

2. Advance Information
There will be a launching of SDO Bulacan book "Bulacan Folk Dance" on September 27, 2022 to be held at Guiguinto Municipal Athletic Cultural Center (GMACC). Other details will be



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	<p>Cited on the memorandum to be released later.</p> <p>3. List of winners and schools that participated in KBS Rewind of Singkaban Festival 2022 Please see the recorded video.</p> <p>4. Updates on the Preparation for the Expansion of Madrasah Education Program (MEP) Please see the recorded video.</p> <p>7. Good News Please see the video recording for the complete list of winners from the Division of Bulacan in various contests.</p> <p>8. VIRGILIO L. LAGGUI, PhD Education Program Supervisor Araling Panlipunan</p> <p>Teacher's Report on the Results of the Regional Diagnostic Assessment</p> <p>Please see the recorded video for complete details.</p> <p>9. Awarding of Certificates of Compliance on SSAT Please see the recorded video for the complete list.</p>	
SGOD Concerns	<p>3. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor (SGOD)</p> <p>JAY-ARR C. TAYAO, MIT Education Program Supervisor</p> <p>1. Frequently Asked Questions with Answers submitted to the Schools Division Office before the planning of the September 2022 Division Management Committee Meeting</p> <p>Please see the recorded video.</p> <p>2. Report Submitted to the Regional Office</p> <p>1. Weekly Reporting on the Status of Schools And their Preparations for SY 2022-2023 Submission is every Friday until last week of October 2022</p> <p>2. Parochial Issues/Concerns relative to Budget</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>Committee Hearing c/o Engr. Carl Paulo Fernando and Sir Paulo Eduardo Cruz.</p> <p>3. Weekly Report of Issues, Concerns, and Problems and the Actions Taken/Resolution</p> <p>YOUTH FORMATION PROGRAM</p> <p>1. Student Government Elections for School Year 2022-2023 DepEd Order No. 034, s. 2022 OASYASC Memorandum dated August 12, 2022 DepEd Order No. 11, s. 2016 DepEd Order No. 47, s. 2014</p> <p>2. Division Memorandum No. 307, s. 2022 Division Federation SPG and SSG Elections October 26, 2022 Virtual via Google Meet</p> <p>DRRM UNIT</p> <p>1. Guidelines on Suspension of Classes</p> <p>2. Guidelines on the submission of RADAR Report</p> <p>3. The Google Drive is still open for the submission of updated School Contingency Plans.</p> <p>PLANNING AND RESEARCH UNIT</p> <p>1. E-Saliksik and Quality Control Checklist (QCC) Virtual Orientation Division Letter No. 078, s. 2022 September 27, 2022 (1:30 PM – 4:30 PM) via MS Teams</p> <p>Participants: District Research Coordinators District Research Advisers Secondary Schools Research Coordinators</p> <p>SCHOOL MANAGEMENT MONITORING AND EVALUATION UNIT</p> <p>1. DepEd Memorandum No. 075, s. 2022</p>	
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	<p>Moratorium on the Conduct of Division and Regional School-Based Management Validation Activities</p> <p>2. Other Reminders Please see the recorded video.</p> <p>SOCIAL MOBILIZATION AND NETWORKING UNIT</p> <p>1. 2022 Brigada Eskwela Search for Best Implementing Schools and Special Awards Regional Memorandum No. 475, s. 2022</p> <p>HUMAN RESOURCE DEVELOPMENT UNIT</p> <p>1. Induction Program for Beginning Teachers (IPBT), Pilot Implementation. Result of August 31, 2022 submission of IPBT e-Portfolio of the 110 beginning teachers included in the pilot implementation and the Monitoring and Evaluation Form for School Heads.</p> <p>Please see the recorded video for the complete list and information.</p> <p>2. Gender and Development</p> <p>1. Google form for the online monitoring of School GAD PPAs</p> <p>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</p> <p>3. October 28, 2022 - Online submission of 2022 GAD Accomplishment</p>	
OSDS and ASDS Concerns	<p>4. MS. ROWENA T. QUIAMBAO, CESE Assistant Schools Division Superintendent</p> <p>PRELIMINARIES</p>	<p>1. For information dissemination, implementation and compliance</p>





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1. Thank you dear teachers, school heads, and supervisors for the successful Balik Eskwela 2022.
2. Congratulations Ma'am Lorena Bodoso on her promotion to Administrative Officer IV of the Records Unit!

AGENDA

1. Report on Issues Concerning the Operations of SDO Bulacan
 1. Teacher shortage brought by the increase in enrollment because of the closure of private schools
 2. No teacher items for some integrated schools
 3. Need to LGU-funded teachers
 4. Salaries offered by LGUs for LGU-funded teachers is only P 15,000.00.
 5. Classroom shortage which results in shifting of classes
 6. Need for laboratory and workshop rooms
 7. Need for SPED and ALS buildings
 8. Lack of chairs
 9. Need for elevated classrooms in flooded-stricken areas
 10. Need for additional items for non-teaching personnel for schools
 11. Utility workers in schools are on contract of service and paid from the MOOE. Plantilla items for school utility workers will help these personnel.
 12. Excessive academic competitions that are not included in the national level listing
 13. For private schools: Request for exemption



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of private schools with defined Learning Management System from conducting five-day in-person classes on November 2022. They are requesting for permit to conduct blended and distance learning.

HUMAN RESOURCE

1. GSIS Reconciliation
2. Hiring of Contract of Service (COS) Employees
Need for the services of COS employees both in the SDO and schools. Hiring will only be until December 2022.
3. Need for additional items for Finance and HR units of large SDOs
4. Harmonizing DepEd policies with Civil Service Commission in terms of Qualification Standards (QS) for certain positions
5. Vacant guidance counselor positions – lack of applicants because of the QS
6. Need to reallocate Special Hardship Allowance of school heads and teachers of last mile schools

FINANCE

1. Difficulty in requesting for NCA
2. Need for increase in MOOE of some schools
3. Need for early release of SUB-AROs for special funded programs and projects
4. Need for additional plantilla items in the Finance Unit (Accounting and Budget)

CURRICULUM AND INSTRUCTION

1. Need for national standardized test to be administered by the Regional Office/Central Office to gauge the students' learning performance, and to serve as one of the bases in the evaluation of teachers' teaching





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	<p>performance and school heads' promotion</p> <p>2. Need to revisit the charter of special type of learning institutions like school fisheries, agriculture, trade and others. Ensure that principals who shall handle these schools must have wide range of trainings or background that are aligned with school standards.</p> <p>2. Teacher Requirement for School Year 2022-2023</p> <p>1. Report of Planning Unit as basis of transfer of excess teachers</p> <p>2. PSDSes to take charge of the recommendation for the transfer of excess teachers in the elementary</p> <p>3. EPSes to take charge of the recommendation for the transfer of excess teachers in the secondary.</p> <p>4. No school head will decide to recall the teachers who were previously detailed or transferred in other schools with teacher shortage.</p> <p>3. Agenda of Units of OSDS</p> <p>PERSONNEL</p> <p>1. Preparation/submission of payroll for the World Teachers' Day Incentive Benefit (WTDIB) = Php 1,000</p> <p>2. Application of long sick leave of absence will be forwarded to our Medical Doctor, Dr. Carlo Castillo, for evaluation and comments.</p> <p>3. Requests for substitute teachers must have approved Form 6.</p> <p>4. Seminar on the New Merit Selection Plan - September 15, 2022</p> <p>5. Implementation of HRIS</p>	
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6. Available items to be filled up
Ask Junior High School teachers who are Interested to transfer to Senior High School, and elementary school teachers (whose eligibility is Secondary) who are interested to transfer to Secondary.

ICT

1. Ongoing delivery of DCP 2021 laptops for teachers
2. Submission of Activity Completion Report for Public Education Network (PEN) installation of select schools
3. Ongoing installation of DICT Free WiFi for All Project for select schools
4. Reiteration of returning of borrowed DCP units to schools for preventive maintenance and utilization of academic purposes
5. Reiteration of the strict compliance to DepEd Manual of Style on the use of official school DepEd email in the footer of the official school letterhead

RECORDS

1. Transaction Monitoring System

BUDGET

1. Additional MOOE for select last mile schools

FINANCE

1. Reminder to personnel who are delinquent in paying their provident loans – Demand letters were issued to personnel as well as to their school heads.
4. Preparations for the hosting of the Regional Management Committee Meeting

Date: September 29-30, 2022



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	<p>Venue: 8 Waves Waterpark and Hotel</p> <p>Activities: September 29, 2022 Governor's Night, Tribute for SDS Zenia Mostoles</p> <p>September 30, 2022 – Regional Mancom Meeting PM – Visit at The Garden at Ciudad de Victoria, Bocaue, Bulacan</p> <p>Procurement – c/o BAC</p> <p>5. Reminder: Responsible Use of Social Media</p>	
OSDS and ASDS Concerns	<p>5. CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent</p> <ol style="list-style-type: none"> 1. Conduct of regular weekly meetings Submission of weekly report on issues, concerns, and problems and actions taken/resolution 2. Agenda of Regional Weekly Meeting September 12, 2022 <ol style="list-style-type: none"> 1. Teacher Workload Policy Study Office of the Planning Service <p>The Workload Balancing Tool shall be used in all public schools mainly to manage the reassignment of workload among teachers with the aim for equitable and fair distribution of tasks Please see the recorded video.</p> 2. Oplan Balik Eskwela Monitoring Regional Consolidated Report Number of schools visited at Schools Division of Bulacan – 108 3. Regional and National Teachers' Month Celebration 4. Issues and Concerns of SDOs – Weekly Report 	
Accounting and Finance Concerns	<p>6. MS. AGNES M. SEIFNEZHAD, CPA Accountant III</p> <ol style="list-style-type: none"> 1. 100% Liquidated MOOE for the 3rd Quarter Please see the recorded video for the complete list. 	<ol style="list-style-type: none"> 1. For information dissemination, implementation and compliance



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Closing Remarks	<p>7. BIRTHDAY GREETINGS TO SEPTEMBER CELEBRANTS</p> <p>8. CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent</p> <p>1. Dr. Valderama thanked all the school heads for their continuous support to the mandate of the Department of Education and in their desire to support the preparations for the successful opening of class despite of the challenges that we face, with courage and the Lord's guidance, we strive to have a successful opening of classes for School Year 2022-2023.</p> <p>The inspiration to do the said activities come from each other's motivation, and the assistance of the DepEd Bulacan officials to ensure that we are united in our journey to make again Bulacan as one of the best divisions in the Region.</p> <p>We hope that we will apply and implement all the knowledge that we have learned today.</p> <p>On behalf of our Schools Division Superintendent Dr. Zenia G. Mostoles, we send our gratitude to all of you.</p>	1. For information dissemination
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Having no more matters to be discussed, the meeting was adjourned at 1:00 PM.

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


Prepared by:


ENGELBERT S. 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 - Schools Division Superintendent

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