



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

November 9, 2022

DIVISION MEMORANDUM

No. 417, 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 November 25, 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-Nov2022-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 (@deped.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.
- 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.





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- 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 October 28, 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: October 28, 2022

TIME OF THE MEETING: 8:30 AM

VENUE OF MEETING: MS Teams Video Conferencing

ATTENDEES:

Designation	Name
1. Rowena T. Quiambao, CESE	Assistant Schools Division Superintendent OIC - Schools Division Superintendent
2. Cecilia E. Valderama, PhD	Assistant Schools Division Superintendent
3. Gregorio C. Quinto Jr., EdD	Chief EPS (CID)
4. Cecilia S. Custodio, PhD	Chief EPS (SGOD)
5. Education Program Supervisors	
6. Public Schools District Supervisors	
7. Division Section Heads	
8. SGOD Personnel	
9. Public Elementary and Secondary School Heads, Assistant Principals of the SHS and Department Heads of the Junior HS	
10. 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, and OIC – Schools Division
Superintendent
9. Master of Ceremonies: Ms. Jennifer O. Daguman, Administrative Aide VI



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AGENDA	DISCUSSION	AGREEMENT
Medical Updates	<p>1. CARLO ANGELO P. CASTILLO, M.D. Medical Officer IV</p> <p>1. Vaccination Status Update of Learners from Kinder to Senior High School in Public and Private Schools as of October 21, 2022 Please see the recorded video.</p> <p>2. Vaccination Status Update of Teachers and Non-Teaching Personnel in Public Schools as of October 21, 2022 Please see the recorded video.</p> <p>3. Reiteration of the Importance of Wearing Face Masks</p> <p>4. Bagong Virus Variant, Parehong Pag-iwas APAT Dapat!</p> <p>A – Air circulation and ventilation P – Physical distancing one meter or more A – Always use face mask and face shield T – Time of interaction less than 30 minutes</p>	<p>1. For information dissemination, implementation and compliance</p>
CID Concerns	<p>2. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor (CID)</p> <p>ARIS E. MANUEL Education Program Supervisor MUSIC, ARTS, PHYSICAL EDUCATION AND HEALTH</p> <p>1. Guidelines in the Implementation of Division Learning Assessment Program for SY 2022-2023 Please see the recorded video for complete details.</p> <p>2. Winners of SDO Bulacan in the Regional Search for Most Outstanding Elementary, Secondary Teachers and School Heads</p> <p>3. Division Memorandum No. 370, s. 2022 Implementation of DepEd Memorandum No. 46, s. 2022 (Information Dissemination for EPS attention is invited in the format of Locator Slip)</p> <p>4. Office Memorandum of ASDS Rowena T.</p>	<p>1. For information dissemination, implementation and compliance</p>



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Quiambao, CESE
Conduct of Action Research of each EPS

5. To all PSDSes: relay to your school heads
(Elementary and Secondary)
Regional Memorandum No. 569, s. 2022
Hybrid Seminar for Returning Employees

6. To all PSDSes and EPSes:
Regional Memorandum No. 586, s. 2022
Regional Workshops on the Development,
Evaluation, Validation and Finalization of
Contextualized ALS Life Skills Self-Directed
Modules

7. Concerns from the Alternative Learning System
(ALS)

JOEL I. VASALLO, PhD
Education Program Supervisor – ALS (OIC)

1. List of Recognized Private Schools for ALS-SHS
Pilot Implementers
Please see the recorded video for the complete
list of private schools.

2. Division Launching of Private Schools
ALS-SHS Pilot Implementers
Please see the recorded video.

3. ALS Incoming Activities

1. Retooling of Alternative Learning Teachers
(ALS 2.0)
Date: November 22-24, 2022
Venue: TBA
Participants:
CID Chief/Division ALS Focal Person,
EPSA and ALS Teachers

2. Schools Division Offices Hosting of Regional
KAMUSTAHAN and Conduct of ALS CLC
Monitoring
Date: December 1-2, 2022
Venue: TBA
Participants:
Regional ALS Focal Person, 20 Division ALS
Focal Persons, 20 Division EPSA and



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ALS Teachers

3. IPED Teachers Capacity and Retooling
2nd Wave
Date: TBA
Venue: TBA
Participants:
CID Chief/Division ALS Focal Person,
EPSA-IPED, IPED Teachers
and IPED Officials

8. LRMDs Concerns
RAINELDA M. BLANCO, PhD
Education Program Supervisor - LRMDs

1. 4th Division Competition on Storybook Writing
A. Appreciation to all schools/districts that
participated in the competition.
List of schools/districts that failed to
participate in the competition
Please see the recorded video.

- B. Awarding Ceremony for the winners of the
4th Division Storybook Writing Competition
Date: November 24, 2022
Venue: KB Gymnasium, Capitol Compound,
City of Malolos, Bulacan
Participants: OIC-SDS, ASDS, Chiefs, EPSes,
PSDSes, District LR Advisers, School Heads
of the winners, Winners in Category 1,2,3,4
Attire: Filipiniana

- C. Winners of the 4th Division Storybook Writing
Competition
Please see the recorded video for the complete
list of winners

2. Updated Timeline of Activities

September 6, 2022

Meeting of District/School Focal Persons

October 7, 2022

Deadline of submission of manuscripts to
the Division TWC (Category 1, 2, 3 and 4)

October 12-13, 2022

Judging at the Division Level



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October 17, 2022
Announcement of the Three (3) Best Winning Stories
October 18 – November 11, 2022
Division Contest on Manuscript Illustration
November 14, 2022
Deadline of Submission of Storybook
November 17, 2022
Judging at the Division Level
November 23, 2022
Submission of the Winning Storybook to the Regional TWC

3. Training in Pedagogical and Andragogical Approaches to Localized Learning Materials Resource and Design in all Learning Areas 2nd Batch
Date : November 25-27, 2022
Venue : To be announced
Participants : Teacher-Writers, Evaluators, Illustrators and Layout Artists

9. Concerns from Education Program Supervisors

ANASTACIA N. VICTORINO, EdD
Education Program Supervisor
FILIPINO

1. Advanced Information

Review of DepEd Manual of Styles for Division Office and Field Personnel (Date: TBA)
DepEd Order 30, s. 2019
Participants

- Division Education Program Supervisors
- Public School District Supervisors
- One Secretariat/ADAS/ADA/Administrative Staff of each unit

2. Congratulations!

10th Diwang: Sagisag Kultura ng Filipinas Balagtas Competition
Top 10 Finalists

Please see the recorded video for the complete list.

Paligsahan sa Pagsulat ng Sanaysay at Malayang Tula
Patrick Ivan Francisco



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Unang Gantimpala
Coach: Mr. Rufino de Robles
PSDS: Mr. Paul J. Candelaria

MR. JAY ARR V. SANGOYO, PhD
Education Program Supervisor
ENGLISH

1. Just to remind the field that we will use the old template of School Form 9 (SF 9 - Report Card) stipulated in the Appendices C-D of the DepEd Order No.8, s. 2015.
Please see the recorded video for complete details.

JOEL I. VASALLO, PhD
Education Program Supervisor
EPP/TLE

1. List of Qualified/Recognized Schools for Rural Farm School Program (RFS) Pilot Implementers
Please see the recorded video for the complete list.
2. List of Qualified/Recognized Schools for Rural Farm School Program (RFS) Pilot Implementers
3. EPP/TLE/TVE/TVL INCOMING ACTIVITIES
 1. Orientation of Recognized RFS Pilot Implementers
Date: October 26, 2022 (RO III Office)
Participants:
EPS, School Head and Focal Person.
 2. Harvesting and Alignment of Learning Resource Materials with RFS Program Curriculum Guides
Date: November 9-11, 2022 (Hacienda Gracia)
Participants:
EPS (SDO Bulacan)
Ms. Margie Cabuhat (BNAHS)
Ms. Julie Francisco (FFHNAS)
Ms. Louie B. Angeles (BNAHS)
 3. Writeshop on the Development/Validation of In School Assessment (ISA) Manual and Tool for SPTVE



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Date: October 24-28, 2022 (Cebu City)
November 14-18 (Davao City)

Participants:

Mr. Leo Moral (OSF)
Ms. Joy Anne Mendoza (GNVHS)
Ms. Rosana Sulit (SRNTS)
EPS (SDO Bulacan)

4. SHS-TVL Joint Delivery Voucher Program
JDVP Recipients/Slots for SY 2022-2023
Please see the recorded video for the
complete list.

MR. FRANCISCO B. MACALE
Education Program Supervisor
MATHEMATICS

1. Division Memorandum No. 348, s. 2022
2022 Test Administration of the Mathematics
Contextualized Project All Numerates (MCPAN)
for Grades 1-7 Learners (Year 3)
Please see the recorded video.

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

1. MAPEH Concerns
1. Congratulations!
Winners from the Schools Division of
Bulacan in the Regional and Provincial
Quiz Bee and Poster Making Contest
Please see the recorded video for the
complete list of winners.
 2. Other Concerns
 1. The SDO Bulacan would like to thank the
teachers who served as our dance instructors
in the Regional ManCom Governor's Night held
last September 29, 2022, at 8Waves Hotel,
San Rafael, Bulacan.
 2. Congratulations to the group of singing
and dancing school heads, department heads,



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	<p>and administrative assistants who rendered the National Anthem, DepEd Region March, and intermission numbers in the Regional TPSLM Colloquium and Completion Ceremony held!</p> <p>2. MADRASAH Concerns</p> <p>1. Congratulations to all the new MEP Implementers! Please see the recorded video.</p> <p>2. Division Memorandum No. 347, s. 2022 List of Schools that will implement ALIVE Classes for the School Year 2022-2023 Please see the recorded video for the complete list.</p> <p>10. Good News Please see the video recording for the complete list of winners from the Schools Division of Bulacan in various contests.</p>	
SGOD Concerns	<p>3. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor (SGOD)</p> <p>BRYAN AMIEL F. DE JESUS Senior Education Program Specialist</p> <p>YOUTH FORMATION PROGRAM</p> <p>1. REQUEST DATA ON SPECIAL AWARDS, RECOGNITIONS, AND CITATIONS RECEIVED BY LEARNERS IN DIFFERENT NATIONAL AND INTERNATIONAL COMPETITIONS AND ENGAGEMENTS FROM SCHOOL YEAR 2021-2022 AND SCHOOL YEAR 2022-2023</p> <p>Please accomplish the google form on or before November 3, 2022. The data collection is part of the NSD 2022 segment that aims to recognize learners who have brought pride and honor to their respective schools, communities and the entire country.</p>	<p>1. For information dissemination, implementation and compliance</p>



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PHYSICAL FACILITIES

- There were reports on group of people visiting schools claiming to be connected to UNICEF / United Nations and are pledging to donate 2-storey, 10-classroom school buildings.
- These undertakings are not coordinated, nor the group involved indorsed by the Department of Education
- UNICEF work with the government directly for their programs and coordinate with them for humanitarian assistance during emergencies
- 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.

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

DRRM UNIT

1. The submission of RADAR report is within 72 hours after the hazard exposure. Coordinators shall answer "YES" for item "Are you ready to send RADAR 1, 2 and 3".

Please see the recorded video.

2. Division Memorandum No. 379, s. 2022

Result of the Search for Division Outstanding DRRM Coordinators / Advocates 2022

Please see the recorded video for the complete list of winners.

PLANNING AND RESEARCH UNIT



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1. Upcoming Activities:
Research Caravan 2022 (for Non-Teaching Personnel)
Division Memorandum No. 312, s. 2022
October 27-28, 2022
Baliwag North District Hall
Participants: 33 AOII (Elementary)
16 Guidance Counselors
6 Registrars (SHS)
2. 2022 Division Research Festival
Division Memorandum No. 371, s. 2022
November 22-23, 2022
Guiguinto District Hall
Online meeting with research presenters
(oral and poster): November 9, 2022

SCHOOL MANAGEMENT MONITORING AND EVALUATION UNIT

1. Recently Conducted QAME Trainings
Educational Planning on Preparation for the School Improvement Plan (SIP) 2023-2028
Division Memo No. 332, s. 2022
October 18-20, 2022
Overall Score: 94.23%

Division Orientation/Retooling on Indigenous Peoples Program for PSDSs, SHs, Elementary and Selected JHS Teachers assigned to IPED Implementing Schools and Schools catering IP Learners
Division Memo No. 362, s. 2022
October 18-20, 2022
Overall Score: 82.52%

Capacity Building on Gender Sensitivity in the Educational Setting
Division Memo No. 346,340, s. 2022
October 19-21, 2022
Overall Score: 98.00%

CURRENTLY HAPPENING (QAME)
Research Festival 2022



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Division Memo 371, s. 2022
October 27-28, 2022
Baliwag North Central School

UPCOMING ACTIVITIES (QAME)
Research Caravan 2022
November 22-23, 2022 (QAME)
Guiguinto Central School
Division Quality Management System Process
Audit (Lead)
November 29, December 1-2, 2022
Participants
SDS, ASDSes, Chiefs, Unit Heads, Select DEPS
and PSDSes, Internal Audit Team and TWG

Please see the recorded video.

HUMAN RESOURCE DEVELOPMENT UNIT

1. Capacity Building on Gender Sensitivity in
Education Setting
October 19-21, 2022
Redd Manor Condotel, Dolores Heights, City of
San Fernando, Pampanga
Participants: Select School Heads
Expected Output: GAD Plan 2023
and Accomplishment Report 2022
2. Finalized OPCRf for School Heads for SY 2022-
2023
3. REGIONAL TRAINING OF TRAINERS (RTOT)
FOR SCHOOL HEADS ON INSTRUCTIONAL
LEADERSHIP AND MANAGEMENT IN
ADDRESSING LEARNING POVERTY
(MODULE 1: MANAGING VARIED LEARNING
ASSESSMENTS)
Please see the recorded video for the complete
information.

**SOCIAL MOBILIZATION AND NETWORKING
UNIT**

1. DIVISION WINNERS IN THE SEARCH FOR
2022 BRIGADA ESKWELA BEST
IMPLEMENTING SCHOOLS AND SPECIAL
AWARDS



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Division Memorandum 360, s. 2022

Please see the recorded video for the complete list of winners.

2. CONDUCT OF ONSITE VALIDATION FOR THE REGIONAL BRIGADA ESKWELA SPECIAL AWARDS FINALISTS

Regional Memorandum 598, s. 2022

Please see the recorded video for complete information.

**3. Unnumbered Regional Memorandum, s. 2022
Distribution of UNILAB Donation "Pangakong Proteksyon: Immunity"**

DEPED COMMUNICATION

DepEd Order No. 037, s. 2022

Guidelines on the Cancellation or Suspension of Classes and Work in Schools in the Event of Disasters and Other Natural Calamities

DepEd Order No. 039, s. 2022

Health and Safety Protocols in Light of the COVID-19 Pandemic

DepEd Order No. 046, s. 2022

Amendments to DepEd Order No. 43, s. 2022
Omnibus Travel Guidelines for All Personnel of the Department of Education

WAYS FORWARD

a. SIP Preparation

- October 21 - 24, 2022 - planning period
- October 26 - 27, 2022 - Conduct district discussion on SIP preparation • November 2 - 29, 2022 - Preparation of schools for the SIP
- December 1-2, 2022 - Appraisal of the SIP by the DAC
- December 9, 2022 - Submission of soft and hardcopy of SIP 2023-2028 in Book Form

b. IPCRF for school heads On or before November 29, 2022

Please see the recorded video for complete





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	Information.	
OSDS and ASDS Concerns	<p>4. MS. ROWENA T. QUIAMBAO, CESE Assistant Schools Division Superintendent OIC- Schools Division Superintendent</p> <p>1. Quote of the Day: "Communication is the lifeblood of an organization." Asa Don Brown</p> <p>This is the reason why the Schools Division Office conducts regular Executive Committee and Division Management Committee Meetings.</p> <p>Emphasis on the importance of faculty meetings Because communication is very important.</p> <p>PRELIMINARIES</p> <p>1. Congratulations!</p> <p>2022 Regional Most Outstanding Elementary Teacher</p> <p>Mr. Elmark M. Joaquin SPED Teacher I Matias A. Fernando Memorial School SDO Bulacan</p> <p>2022 Regional Most Outstanding Secondary Teacher</p> <p>Mr. Rafael E. Martinez Teacher III Guiguinto National Vocational High School SDO Bulacan</p> <p>2022 Regional Most Outstanding School Heads Top 4</p> <p>Ms. Ma. Aurea Rhodora DC. Geronimo School Principal II Dr. Guillermo Dela Merced Memorial School SDO Bulacan</p> <p>2. Congratulations! Training Program on School Leadership and</p>	<p>1. For information dissemination, implementation and compliance</p>



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Management (TPSLM) Completers, Mentors,
and Learning Facilitators

3. Congratulations!

SIR MAVERICK V. CATAHAN Principal I
Dampol 1st Elementary School
Former school:
Lumangbayan Elementary School
Plaridel District
4th Place Best TPSLM Application Project
Project IHM WELL

4. Congratulations!

SDO BULACAN CHOIR MEMBERS
PERFORMERS DURING THE TPSLM
COLLOQUIUM AND COMPLETION CEREMONY

5. SDO PERSONNEL AND STAKEHOLDERS WHO
WERE INSTRUMENTAL TO THE ADDITIONAL
SCHOOLS OFFERING ALIVE CLASSES FOR OUR
MUSLIM LEARNERS FOR SY 2022-2023

CID Chief Dr. Gregorio Quinto
EPS Sir Ariston Manuel
PSDSes
School Heads
LGU Officials

6. List of Schools to Open Alive Classes for
SY 2022-2023

Please see the recorded video.

7. PARTICIPANTS TO THE 21st NATIONAL UNION
OF CAREER EXECUTIVE SERVICE OFFICERS
(NUCESO) CONFERENCE

Masbate City, Masbate
October 19-21, 2022

- ASDS CECILIA VALDERAMA
- ASDS ROWENA QUIAMBABO
- EPS RAINELDA BLANCO
- PRINCIPAL LOURDES VALONDO
- PRINCIPAL CHARITO LAGGUI

THEME:

TRANSFORMATIONAL LEADERSHIP:
REDEFINING THE ROLE OF CESOs
AS AGENTS OF CHANGE



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8. Congratulations!

SDO PLANNING TEAM

Led by SGOD Chief Dr. Cecilia Custodio and Planning Officer Sir Paulo Eduardo Cruz for the crafting of the SDO's DEDP for 2022-2028!

Thanks too to the Technical Team composed of our ITO and ICT Teachers for the assistance provided in the preparation of the slides and book form.

9. Congratulations!

Regional Finalists in the Regional Brigada Eskwela
Best Implementing Schools

Please see the recorded video for the complete list.

10. Follow and always check the updates on SDO Bulacan's Facebook Pages and website.

AGENDA

1. Latest DepEd Issuances

DepEd Order No. 039, s. 2022
DepEd Order No. 040, s. 2022
DepEd Order No. 041, s. 2022
DepEd Order No. 042, s. 2022
DepEd Order No. 043, s. 2022
DepEd Order No. 044, s. 2022
DepEd Order No. 045, s. 2022
DepEd Order No. 046, s. 2022
DepEd Order No. 047, s. 2022
DepEd Memo No. 084, s. 2022

Please see the recorded video for complete information.

2. DepEd Order 46, s. 2022

Amendments to DepEd Order 43, s. 2022
(Omnibus Travel Guidelines for all Personnel of DepEd)

3. DepEd Order 47, s. 2022

Promotion of Professionalism in the Implementation
Implementation and Delivery of Basic Education



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	<p>Programs</p> <p>4. Effectivity of DepEd Order 19, s.2022 The Merit Selection Plan</p> <p>5. Strict implementation of DO 9, s. 2005 Instituting Measures to Increase Engaged Time on-Task and Ensuring Compliance Therewith</p> <p>6. OSDS Units' Concerns</p> <p>1. ICT Unit/Property and Supply Unit Reiteration of returning borrowed DCP Units/Tablets to be used by learners Report to be submitted by school heads on number of equipment borrowed by teachers during the pandemic and returned.</p> <p>2. PERSONNEL Unit Filling up of vacant items Division Selection Processes for Principal, HT, and MT and Non-Teaching Positions School Selection Processes for T-II and T-III New AO-II items for SY 2022-2023 86 Division Selection process will be scheduled once the list of schools where the AO-II will be deployed.</p> <p>AO II who would like to seek transfer may already send their requests to the Office attention Personnel Unit before the selection process for the finalization of the list of schools where the new AO-II will be deployed Request of Pag-IBIG for the issuance of loyalty cards per district (proper scheduling in adherence to engaged time-on-task policy</p> <p>HRIS -95% encoding Require newly hired teachers to encode in the teachers' portal.</p> <p>3. RECORDS Unit Transaction Monitoring - to be implemented on second week of November</p>	
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- Streamlining of processes on routing of communications by the Records Unit
Regular documents submitted to the Office will be forwarded directly to CID, SGOD, and OSDS Units by the Records Unit
When submitting documents, include in the transmittal the attention line.

- All transactions must be submitted to the Records Unit. The Office shall adopt a zero contact policy, thus concerned personnel shall limit interactions with internal or external clients unless such interaction is strictly necessary.

Zero-Contact Policy

- Except during the preliminary assessment of the request and evaluation of sufficiency of submitted requirements, no government officer or employee shall have contact with any applicant or requesting party concerning an application or request. (RA 11032 - Ease of Doing Business and Efficient Government Service Delivery Act of 2018)

4. Division Public Assistance (DPA)

- DPAC: Ma'am Lorena Bodoso
- complaints received via texts or emails are forwarded to the DPAC - in-charge of Client/ Citizen Satisfaction Survey (CCSS) - printed or Online
Summary of CCSS results must be forwarded to the Office of the SDS, CID, and SGOD.

7. DIGITAL DEPED BULACAN DIGITAL TRANSFORMATION

1. Streamlining of procedures by adopting automation and digitization of government services Online transactions and use of PNPKI digital signatures

All online transactions must be emailed to bulacan@deped.gov.ph.

Personnel Unit

- Certification of Leave
- Certification of Last Day of Service
- Certification of Employment
- Personnel Locator Slip



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- Travel Authority
- Request for Substitute Teacher
- Request for Hiring of Teachers/Specialization

Online transactions and use of PNPKI digital signatures All online transactions must be emailed to bulacan@deped.gov.ph.

- * Accounting Unit
- Certification on Mobile Expenses
- Itinerary of Travel
- Fidelity bonding application

- * CID
- Learning Progress Reports
- CIP Proposals
- IGP Proposals
- School Forms
- CIP and LRMDs Certificates
- with QR Codes and Reference Number

Online transactions and use of PNPKI digital signatures
All online transactions must be emailed to bulacan@deped.gov.ph.

- * SGOD
- Request to use schools as venue of community activities
- Request to float questionnaires for research, theses, dissertation

DIGITAL TRANSFORMATION

- Transaction Monitoring System
- Web-based Monitoring of MOOE Utilization and Liquidation
- HRIS
- Webinars
- Online meetings

SCHOOL DIGITAL TRANSFORMATION

- School Forms
- Requests for Permanent Records, Certifications
- Online Kumustahan
- Webinars
- Online meetings



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	<p>8. #OneDepEdBulacanFamily</p> <p>* Open Communication * Respect * Kindness * Unity * Teamwork * Cooperation * Concern * Love</p> <p>9. Values Based Leadership Application Projects</p> <ul style="list-style-type: none"> - Submit the documents needed for the VBL Completion certificate - VBL Projects will be compiled for sharing with other school head <p>10. Mentoring Program</p> <p>MENTORS</p> <ul style="list-style-type: none"> - seasoned school heads - outstanding school heads <p>MENTEES</p> <ul style="list-style-type: none"> - school heads who are in career stages 1 and 2 <p>11. Leadership is not about a title or a designation. It's about impact, influence and inspiration.</p> <ul style="list-style-type: none"> - Robin S. Sharma 	
Accounting Unit Concerns	<p>5. MS. AGNES M. SEIFNEZHAD, CPA Accountant III</p> <ol style="list-style-type: none"> 1. Walkthrough of the Process of Payment of Government Remittances Please see the recorded video. 2. Division Memorandum No. 356, s. 2022 Online Meeting Re: Subsidiary Records of Members of GSIS, HDMF and Philhealth 3. Interventions undertaken to address COA findings and to help our members with unreconciled data: <ol style="list-style-type: none"> 1. Team with 3 members to reconcile data 2. Online meeting with AO 4. GSIS Unpaid Premiums and Evaluation Please see the recorded video. 5. Provident Fund Updates as of September 30, 2022 6. Updates on discussions about the Special Hardship Allowance of Teachers (C.Y. 2022) 	<p>1. For information dissemination, implementation and compliance</p>



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	<p>7. DepEd Order no. 32, series of 2017 Gender-Responsive Basic Education Policy</p> <p>8. Efficient MOOE Utilization and Timely Liquidation for the 3rd Quarter of CY 2022</p> <p>Please see the recorded video.</p>	
	<p>6. OPEN FORUM</p> <p>1. Mr. Roberto G. Laganao, School Principal, Sta. Lucia National High School Question: <i>"Kailan mapapalitan ang aming Napromote na Admin Assistant?"</i></p> <p>Ms. Rowena T. Quiambao, CESE Assistant Schools Division Superintendent OIC-Schools Division Superintendent Answer: <i>"Kapag approved and attested na ang Kanyang appointment, pwede na siyang palitan"</i> For follow up kay AO Ms. Victoria Madrigal.</p> <p>2. Mr. Mark Lee Sarmiento, Officer-In-Charge, Talbak High School</p> <p>Question: <i>"Possible po kaya na kaming mga nawala sa list ng SHA ay maisama na ulit sa qualified recipients at possible po kaya na makakatanggap na kami ng SHA this school year?"</i></p> <p>Ms. Rowena T. Quiambao, CESE Assistant Schools Division Superintendent OIC-Schools Division Superintendent Answer: <i>"Sumulat po kami sa DepEd Central Office tungkol sa inyong concern. Ang sabi po ng Central Office ay depende Sa budget. Ayon sa 2022 Budget ay wala po kayo. Kapag na-include sa next year's budget ay saka kayo makatatanggap."</i></p> <p>3. Mr. Reynaldo S. Cristobal, Principal IV, Fortunato</p>	<p>1. For information dissemination, review, implementation and compliance</p>



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	<p>F. Halili National Agricultural School Question: "May required technical specifications Po ba ang ating SIP book form?"</p> <p>Ms. Cecilia S. Custodio, PhD, SGOD Chief, Answer: "Mayroon pong nakasulat na specs sa aking slide presentation ng SGOD. Bibigyan po ng kopya ang school heads mamaya sa evaluation."</p> <p>4. Please refer to the recorded video for the remaining questions raised and the answers.</p>	
	7. BIRTHDAY GREETINGS TO OCTOBER CELEBRANTS	
Closing Remarks	<p>8. MS. ROWENA T. QUIAMBAO, CESE Assistant Schools Division Superintendent OIC- Schools Division Superintendent</p> <p>She greeted and thanked all the DepEd Schools Division of Bulacan officials, personnel, school heads and other participants of the October 2022 Division Mancom Meeting.</p>	<p>1. For information dissemination</p>


Having no more matters to be discussed, the meeting was adjourned at 1:24 PM.

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

Prepared by:


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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