



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

April 4, 2023

DIVISION MEMORANDUM

No. 135, s. 2023

DIVISION EXECUTIVE COMMITTEE MEETING

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Unit Heads
All Others Concerned

1. This Office announces the conduct of Division Executive Committee Meeting (EXECOM) on April 11, 2023, at 9:00 AM at the SDO Conference Hall, 3rd Floor SDO Office, Malolos City, Bulacan.
2. Attendees to this meeting include the Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisor from the SGOD, Education Program Supervisor President from the CID, Public Schools District Supervisor President, Division Accountant, Division Budget Officer, Legal Officer, ICT Officer, Personnel Officer, and Administrative Officer V from the OSDS.
3. Attached is the copy of the Minutes of Meeting dated March 27, 2023, for reference.
4. 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.
5. 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.
6. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent



Address: Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
Website: <https://bulacandeped.com> Email: bulacan@depd.gov.ph



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MINUTES OF THE DIVISION EXECUTIVE COMMITTEE MEETING

DATE OF MEETING: March 27, 2023, Tuesday, (As per D.M. No. 104, s. 2023)

TIME OF THE MEETING: 8:30 AM

VENUE OF MEETING: Conference Hall, 3rd Floor, SDO Office, City of Malolos, Bulacan

ATTENDEES:

Name	Designation
Ms. Rowena T. Quiambao, CESO VI	Assistant Schools Division Superintendent OIC – Office of the Schools Division Superintendent
Cecilia E. Valderama, PhD	Assistant Schools Division Superintendent
Zurex T. Bacay, 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 a Nationalistic Song followed by a Prayer and the DepEd Bulacan March through an audio-visual presentation. Mr. Christian V. Dela Cruz, 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 and OIC – Office of the Schools Division Superintendent, presided the meeting Christian V. Dela Cruz, PDO 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.
Reminders from School Health Section	Carlo Angelo P. Castillo, MD Medical Officer IV, presented and discussed the following: On-going Activities: 1. On-going validation of Wash in Schools prior to uploading.	1. Monitoring and compliance of canteen operations and management in schools. Provide an inventory of compliant schools.





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	<ol style="list-style-type: none">2. School Canteen monitoring- compliance to DO No. 13 s. 2017, DO No. 8 s 2007 as guidelines /as reflected in the monitoring tool.3. Assistance to CLRAA Training/ CLRAA Meet 20234. Assessment of learners5. Deworming medications will be coming from the LGU's. No deworming meds will be channeled to SDO.6. Coordination with RHU/ BHC for number of dewormed students by school focal persons on health for output and reporting. <p>Other concerns:</p> <ul style="list-style-type: none">• Division Wash-In-Schools (WINS) Program Validation and Provision of Technical Assistance• Nutrition Program and Services• Canteen Monitoring based on DO no. 13 s. 2017 & DO no. 8 s. 007• <i>Mga Karaniwang Sakit Tuwing Tag-init</i>	<ol style="list-style-type: none">2. Prepare a memo on canteen operations and management, identify members of TWG to clarify functions and the implementation of DO No. 13 s. 2017 and DO No. 8 s 20073. Monitoring of school-based feeding program implementation4. All improvements of the WINS program should be monitored and evaluated by the division nurses following the monitoring tool5. Prevent the spread of highly transmissible disease among our school children6. For information, dissemination, and implementation
Announcement and Concerns from CID	<p>Gregorio C. Quinto, Jr., PhD, CID Chief, presented and discussed the following:</p> <ol style="list-style-type: none">1. DepEd Memorandum No. 120, s. 20232. Concerns from LRMDs3. Concerns from Education Program Supervisors4. Good News! <p>Concerns from Learning Resources Management and Development System (LRMDs)</p> <ul style="list-style-type: none">• Capacity building for newly designated LR Advisers, Coordinators, and Focal Persons• Submission of locally produced LRs for evaluation and field testing in 1st week of April• Monitoring of storage, utilization, and maintenance of SLMs• Commendation to San Miguel District for proper storage and utilization of SLMs <p>Concerns from Education Program Supervisors (EPS) in TLE, Math, ESP, & AP:</p>	<ol style="list-style-type: none">1. Cancellation of Mancom on March 28, 2023. Finalize the venue, registration, and if face-to-face or online.2. Release a memo on the wearing of uniform of school personnel and learners during this hot season3. Canteen fund to be used for school-based trainings and for the food of the athletes4. Refer to <i>Palarong Pambansa</i> standards for athletes on CLARAA to qualify and in the conduct of trainings5. School-based trainings are not confined inside school premises6. Wait for the release of learning intervention



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	<p>GALING KAWANI (GGK) 2022, 8 Waves Waterpark and Resort, March 21, 2023</p> <ul style="list-style-type: none">• International Seminar Workshop on Continuous Building of Competence for Non-Teaching Personnel, April 3-5, 2023, Via online platform-Zoom, Participants: 340 Administrative Officer II• PNU-LisQUP Scholars <p>III. Social Mobilization and Networking</p> <ul style="list-style-type: none">• Reminders and Common Findings in Forging a Work Immersion MOA• March 28, 2023: Deadline of Submission for the First Quarter ASP Report• March 28, 2023: Deadline of Submission for the LGU Support for the First Quarter Report <p>IV. School Management Monitoring and Evaluation</p> <ul style="list-style-type: none">• Division Memo No. 101, s. 2023• Evaluation Result of the 2022 DepEd Bulacan SDO Proper PRAISE Gawad <i>Galing Kawani</i> (GGK) held last March 21, 2023 <p>V. DRRM</p> <ul style="list-style-type: none">• Standard First Aid Training scheduled on April 11 – 14 shall be moved on April 18 - 21, 2023 <p>VI. Sports Development, Programs, & Activities</p> <ul style="list-style-type: none">• Division Memorandum No. 120, s. 2023	
OSDS Announcement & Concerns	<p>Richard C. Biglete, IT Officer I, presented and discussed the following updates from the ICT Unit:</p> <ul style="list-style-type: none">• Division Memo No. 40, s. 2023• Division Memo No. 74, s. 2023• Office Memorandum No. 15, s. 2023• Division Advisory No. 30, s. 2023• Technical Assistance on DCP Repair and Maintenance <p>Lorena P. Bodoso, Administrative Officer IV, Records Unit, discussed the safekeeping of original appointments and other pertinent documents</p>	<ol style="list-style-type: none">1. Draft a memo on the process of submission of articles for publication to the division office2. Hard copies of documents shall be submitted to the Division before encoding in TMS3. For information, dissemination, implementation, and compliance.





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	<p>Agnes M. Seifnezhad, CPA, Accountant III, clarified some issues and concerns from the accounting unit</p> <p>Cecilia E. Valderama, PhD, discussed the preparation of program of works, complaints and other matters</p> <p>Zurex T. Bacay, PhD, ASDS, greeted and shared a message to the members of the executive committee</p> <p>Rowena T. Quiambao, CESO VI, presented and discussed the following:</p> <p>PRELIMINARIES:</p> <ul style="list-style-type: none">• Catch Champion Servant-Heroes• Featured schools on quality learning environment• Congratulations on Promotions <p>AGENDA:</p> <ol style="list-style-type: none">1. Latest DepEd issuances2. Concerns of the OSDS3. Sharing of learnings from Japan trip	
Closing Remarks	<p>Daniel V. Ortega, EdD, PSDS, greeted and thanked the members of the Division Executive Committee (ASDSs, Chief EPSs, PSDSs, DEPSs, and Unit Heads at SDO Bulacan).</p>	


Having no more matters to be discussed, the meeting was adjourned at 4:00 PM.

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


Prepared by:


CHRISTIAN V. DELA CRUZ, Rpm, RGC
Project Development Officer I - YFD

Reviewed by:


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

Noted by:


CECILIA E. VALDERAMA, Ph.D.
Assistant Schools Division Superintendent

