



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

April 26, 2023

DIVISION MEMORANDUM

No. **167**, s. 2023

DIVISION EXECUTIVE COMMITTEE MEETING

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Select Unit Heads of the OSDS
All Others Concerned

1. This Office announces the conduct of Division Executive Committee Meeting (EXECOM) on May 2, 2023, (Tuesday) at 9:00 AM at the SDO Conference Hall, 3rd Floor SDO Office, Malolos City, 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 for the elementary and secondary school heads, and other members of the Management Committee.
3. 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, Administrative Officer VI from the OSDS.
4. Attached is the copy of the Minutes of Meeting dated April 11, 2023, 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 any infectious diseases.
7. Immediate and wide dissemination of this Memorandum is desired.


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



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MINUTES OF THE DIVISION EXECUTIVE COMMITTEE MEETING

DATE OF MEETING: April 11, 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
Members of the Executive Management Committee	
1. Norma P. Esteban, EdD, CESO V	Schools Division Superintendent
2. Cecilia E. Valderama, PhD	Assistant Schools Division Superintendent
3. Zurex T. Bacay, PhD	Assistant Schools Division Superintendent
4. Gregorio C. Quinto, Jr., PhD	Chief Education Program Supervisor (CID)
5. Cecilia S. Custodio, PhD	Chief Education Program Supervisor (SGOD)
6. Daniel V. Ortega, EdD	Public Schools District Supervisor
7. Virgilio L. Laggui, PhD	Division Education Program Supervisor
8. Jhay Arr C. Tayao, DBA	Division Education Program Supervisor
9. Atty. Elmer D. Lopez	Legal Officer
10. Josefina S. Pedroche	Administrative Officer V
11. Agnes M. Seifnezhad, CPA, MBA	Division Accountant
12. Richard C. Biglete	Information Technology Officer
13. Aren A. Astoveza, CPA	Budget Officer
14. Victoria O. Madrigal	Administrative Officer IV (Personnel Unit)
TWG	
15. Cecilia E. Cruz	Education Program Specialist II (SMME)
16. Ma. Bella S. Fajardo	Education Program Specialist II (HRD)
17. Christian V. Dela Cruz, RPm, RGC	Project Development Officer I (YFD)

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. Ms. Cecille E. Cruz, Education Program Specialist II facilitated the meeting.

B. AGENDA		
TOPICS	DISCUSSIONS	COMMENTS/AGREEMENTS





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		<p>hiring of teachers in the program. Secure contract of service and specify honorarium given by the division. Request for additional funding for one year for the said program</p>
<p>School Governance and Operations Division (SGOD) Data and Updates</p>	<p>Cecilia S. Custodio, PhD, SGOD Chief, presented and discussed the following:</p> <ol style="list-style-type: none"> 1. Basic Education Data (SY 2022-2023), Number of Schools, Inventory of SDO Personnel, and the Number of Private Schools 2. CY 2022 Basic Ed Facilities Fund (Construction of Classroom) and CY 2022 Quick Response Fund 3. School-based Feeding Programs and Activities (MOOE and INSET Funded) 4. Program, Project, and Activities of School Health Section, DRRM, SMN, SMME, HRD, and P&R (MOOE and INSET Funded) 5. Inventory of Research (First Call) 6. Program, Project, and Activities of Youth Formation, Sports, and GAD (MOOE and INSET Funded) 7. Other concerns 	<ol style="list-style-type: none"> 1. Include all accomplishment in the Project Implementation Review (PIR) 2. Submission of requirements for the conduct of educational field trips/ tours in public schools 3. Include MOOE of CID in the presentation and allot budget for Division Activities without funding 4. Submission of PPAs Proposals to the SDS for approval to be funded as services and in the performance of duties 5. Prepare report on the accomplishment of SGOD
<p>Status Report of SDO Bulacan from the Unit Heads of the Office of the Schools Division Superintendent (OSDS)</p>	<p>Atty. Elmer D. Lopez, Legal Officer, presented and discussed the Legal Unit Report 2019-2023 and the status of the following:</p> <ol style="list-style-type: none"> 1. Fact-finding/ Preliminary Investigation 2. Formal Charge 	<ol style="list-style-type: none"> 6. Review the process of received reports and or complaints from email thru DPAAC, 8888, and CO. Endorse to school/ addressee and provide action taken copy furnished to SDS, ASDS, Legal Unit and Records Section.





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	<p>Josefina S. Pedroche, Administrative Officer V, presented and discussed the following:</p> <ol style="list-style-type: none">1. Inventory of SDO Bulacan Personnel2. Personnel Under Contract of Service3. Ranking of Vacant Positions4. Separation of City Schools Division of Baliwag City5. ERF and Reclassifications6. PRC Mobile Service Center <p>Richard C. Biglete, IT Officer I, presented and discussed the ICT Unit Updates and Concerns:</p> <ol style="list-style-type: none">1. Online Meeting and ICTS Updates2. Recommendation for CI Strand3. Productivity Tools4. Solutions Development Division Updates5. Division Office Initiatives6. Be Internet Awesome Program (BIA) Roll Out7. Teachers' ICT Competency Survey8. Office Memorandum 015, s. 20239. UPOU Certificate of Technology for Teaching and Learning10. DCP Inventory11. Technical Assistance on DCP Repair and Maintenance	
✓ Closing Remarks	<p>Virgilio L. Laggui, PhD, DEPS, acknowledged the importance of continued discussion of concerns from each unit and working together to improve the system in the Division.</p>	

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

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





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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:

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

