



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

May 30, 2023

DIVISION MEMORANDUM
No. **218**, 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 June 5, 2023, 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 May 2, 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





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

MINUTES OF THE DIVISION EXECUTIVE COMMITTEE MEETING

DATE OF MEETING: May 2, 2023, Tuesday, (As per D.M. No. 167, 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
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. Jay 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. Cecilia E. Cruz	Education Program Specialist II (SMME)
14. Ma. Bella S. Fajardo	Education Program Specialist II (HRD)
15. Christian V. Dela Cruz, RPm, RGC	Project Development Officer I (YFD)
16. John Aldous B. Tanquiz	Legal Staff
17. Maria Angela I. Dionisio	Administrative Assistant (Budget)

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.





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

B. AGENDA		
TOPICS	DISCUSSIONS	COMMENTS/AGREEMENTS
Agenda of the Division Executive Committee Meeting	<p>Norma P. Esteban, EdD, CESO V, Schools Division Superintendent, presided the meeting and presented a video clip on what it takes to become a real leader and achieve success, <i>"Each member contributes to the total success, image, and reputation of the organization"</i></p> <p>Agenda:</p> <ul style="list-style-type: none">I. MATATAG and SDO Flagship Program BULAKENYOII. Regional Management Committee MeetingIII. Status of SDO Bulacan in budget utilization and current appropriations by SDO Bulacan as of March 31, 2023IV. Observations and findings from the Commission on Audit (COA)V. Open Forum	<ol style="list-style-type: none">1. The Minutes of the Previous Division Executive Committee Meeting was presented.2. The Agenda of the Division Executive Committee Meeting was approved.3. Submission of a separate report on the accomplishment of MATATAG in the PIR/DMEA as identified per item in the Central Office Agenda4. Include the MATATAG Agenda in the PIR/DMEA presentation of CID5. SGOD SMME Unit shall come-up with a monitoring tool to evaluate the effectivity of programs, projects, and activities implemented6. Discussion of the SDO Flagship Program BULAKENYO's specific targets, milestones/ achievements and expected output.7. Reiterate the strict implementation of policies on the suspension of classes8. Remind the program implementers to monitor the status of the activities to be conducted9. Submission of modality implemented in the field every Thursday of each week to be collated by the SGOD unit10. Schedule of training and orientation for the newly hired Administrative Officers II





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

		(AOII), and Administrative Assistants (ADAS)
Concerns from School Governance and Operations Division (SGOD) Data and Updates	Cecilia S. Custodio, PhD, SGOD Chief , presented the following schedule of activities: <ul style="list-style-type: none">• May 2, 2023, Online Orientation on MSP/RSA School Committee Teacher I Hiring• May 3, 2023, Orientation on the Updating of the National Building Inventory (via Online)• May 5, 2023, ManCom Meeting for the Month of May for Secondary Schools at Fortunato F. Halili National Agricultural School, Sta. Maria, Bulacan• May 8, 2023, ManCom Meeting for the Month of May for Elementary Schools at Victory Coliseum, Municipal Compound, San Rafael, Bulacan• May 15, 2023, Bidding of Quick Response Fund Repairs	1. For information, dissemination, implementation, and compliance.





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

	<ul style="list-style-type: none">• May 16-19, 2023, Orientation on MSP/RSA at the School Level• May 18-19, 2023, Capacity Building on Multi-Media Content	
Concerns from Curriculum and Instruction Division (CID)	<p>Gregorio C. Quinto, Jr., PhD, CID Chief, presented the following schedule of activities:</p> <ul style="list-style-type: none">• May 5, 2023, Division Secondary Press Conference at San Idefonso National High School• May 8-11, 2023, Intensive Training Program for the Participation to RSPC at Dr. Felipe De Jesus National High School, Plaridel, Bulacan• May 12, 2023, Division Skills Olympic at Guiguinto National Vocational High School, Guiguinto, Bulacan• May 15-19, 2023, Administration of Post-test Using the Assessment Tool for Project All-Numerates (Grade 1-7)• May 20, 2023, Saturday, RSPC at San Jose City National High School, San Jose City, Nueva Ecija• May 22-26, 2023, Orientation of the Pilot Implementation on ALS, Monitoring, and Evaluation (DepEd CO Activity for Luzon Cluster)• May 26-27, 2023, RSPC Team Event at San Jose City National High School, San Jose City, Nueva Ecija	<ol style="list-style-type: none">1. For information, dissemination, implementation, and compliance.





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

Closing Remarks	Virgilio L. Laggui, PhD, DEPS, thanked and acknowledged the role of each unit in addressing issues and concerns in the field and the effective implementation of programs.	
------------------------	--	--

Having no more matters to be discussed, the meeting was adjourned at 1:00 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:

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

