



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

August 17, 2023

DIVISION MEMORANDUM


No. *367*, 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 September 4, 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 V from the OSDS.
4. Attached is the copy of the Minutes of Meeting dated June 5, 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: June 5, 2023, Monday, (As per D.M. No. 218, 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. Zurex T. Bacay, PhD	Assistant Schools Division Superintendent
3. Gregorio C. Quinto, Jr., PhD	Chief Education Program Supervisor (CID)
4. Cecilia S. Custodio, PhD	Chief Education Program Supervisor (SGOD)
5. Daniel V. Ortega, EdD	Public Schools District Supervisor
6. Virgilio L. Laggui, PhD	Division Education Program Supervisor
7. Jay Arr C. Tayao, DBA	Division Education Program Supervisor
8. Atty. Elmer D. Lopez	Legal Officer
9. Josefina S. Pedroche	Administrative Officer V
10. Aren A. Astoveza, CPA	Budget Officer
11. Agnes M. Seifnezhad, CPA, MBA	Division Accountant
12. Victoria O. Madrigal	Administrative Officer IV
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. Ronald G. Salvador	Administrative Officer II

A. PRELIMINARIES

The meeting started at 8:30 AM with the singing of a Nationalistic Song followed by a Prayer through an audio-visual presentation. Ms. Cecille E. Cruz, Education Program Specialist II facilitated the meeting.





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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 discussed the following agenda:</p> <ol style="list-style-type: none"> I. Finalization of the Calendar of Activities for each unit: <ul style="list-style-type: none"> • CID • SGOD and • OSDS II. Presentation of the Calendar of Activities (give emphasis to the purpose of each unit) 	<ol style="list-style-type: none"> 1. The Minutes of the Previous Division Executive Committee Meeting was presented 2. Print a copy of "<i>Panunumpa ng Lingkod Bayan</i>" and place it on the tables of employees to be reminded of our commitment and responsibilities in government service 3. Conduct of ExeCom every first week of the month 4. Provide a printed copy of the previous minutes of the meeting
Accomplishment Report and Concerns from Curriculum and Instruction Division (CID)	<p>Gregorio C. Quinto, Jr., PhD, CID Chief, presented and discussed the following:</p> <ol style="list-style-type: none"> 1. 2023 RSPC Final Official Ranking 2. SDO Bulacan's Winners in the 2023 RSPC Individual Writing Contest 3. CIP-EPSES CIP Accomplishment – presented by Virgilio L. Laggui, PhD, DEPS 4. PSDS Accomplishment Report - presented by Daniel V. Ortega, EdD, PSDS 5. CID Updates and Concerns 6. RM No. 230, s. 2023 - Regional 4th Quarter Assessment 	<ol style="list-style-type: none"> 1. Provide the title, purpose, and result of CIP validation. 2. Identify the evaluation strategies conducted. After evaluation, determine whether to conduct division or regional Provide results to those who will be evaluated on June 6, 2023. Develop a committee pillin ang naevaluate then present. Submit the info, details, reports and the evaluation strategy conducted Per KRA of the PSDSes so we can see the TA provision 3. Clarify the level of contests/ activities from District to Eddis to the Division level





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		<ol style="list-style-type: none">4. Recognition of 2023 RSPC awardees/entries in the Division5. Development of STAR tools6. Make a template of the summary of results
Accomplishment Report and Concerns from School Governance and Operations Division (SGOD)	<p>Cecilia S. Custodio, PhD, SGOD Chief, presented the accomplishment per unit (Youth Formation, Human Resource Development, School Mobilization and Networking, Planning & Research, School Management Monitoring & Evaluation, Physical Facilities, and Disaster Risk Reduction Management)</p> <p>Jay Arr C. Tayao, DBA, DEPS, presented the CLARAA 2023</p>	<ol style="list-style-type: none">1. Concerned units are required to attend the MATATAG review on June 6, 2023 at Galilee Wonderland Resort, Bustos2. Prepare a commitment wall for the MATATAG Agenda alignment3. Check the status and give updates on WINS Program4. Review the process of OPCRF evaluation of School Heads5. Check the evaluation of the CLARAA 2023 especially in catering and food services6. RM NO. 216, S.2023- Monitoring and Provision of Technical Assistance to Schools Division Offices per DepEd Order No. 26, s. 2022, Implementing Guidelines on the establishment of the School Governance Council (SGC) and functionality assessment tool for secondary schools7. The Program Implementation Review (PIR) is scheduled on June 26-28, 20238. The Mid-Year Review/ Assessment is scheduled on July 3-5, 2023 (tentative)
Accomplishment and Concerns from the Office of the Schools Division	<p>Atty. Elmer D. Lopez, Legal Officer, discussed the concerns from the Legal Unit</p>	<ol style="list-style-type: none">9. Remind the Elementary School Heads on legal concerns10. Clarify the signing and issuance of clearance





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	value of commitment of each unit in the accomplishment of work	
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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:

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

