



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

August 4, 2023


DIVISION MEMORANDUM

No. 341, s. 2023

**DIVISION MANAGEMENT COMMITTEE MEETING FOR ELEMENTARY
SCHOOL HEADS**

To: Assistant Schools Division Superintendents
SGOD and CID Chiefs
Education Program Supervisors and Public Schools District Supervisors
Public Elementary School Heads
Unit Heads of the OSDS and Section Heads of the SGOD
All Others Concerned

1. This Office announces the conduct of Division Management Committee Meeting (MANCOM) for elementary school heads on August 25, 2023, at a venue to be announced later.
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. Attached is the copy of the Minutes of Meeting dated June 23, 2023, for references.
4. Participants to this MANCOM Meeting are the assistant schools division superintendents, division chiefs, education program supervisors, public schools district supervisors, unit heads of the OSDS, section head of the SGOD, and elementary school heads.
5. There will be a registration fee of P600.00 for each participant to cover meal expenses to be charged against school MOOE. An official receipt shall be released upon payment to the Office of the Cashier on or before August 22, 2023. While registration fee of the SDO personnel shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall serve as the travel authority of all participants.
7. It is expected that all participants observe the minimum health standard protocols in compliance to health standards as pre-emptive interventions to combat any infectious diseases.
8. Immediate and wide dissemination of this Memorandum is desired.


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



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



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**MINUTES OF THE DIVISION MANAGEMENT COMMITTEE MEETING
OF ELEMENTARY SCHOOL HEADS**

DATE OF MEETING: June 23, 2023

TIME OF THE MEETING: 8:00 AM

VENUE OF MEETING: KB Gym, Provincial Capitol Compound, Guinhawa,
City of Malolos, Bulacan

ATTENDEES:

Designation	Name
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., EdD	Chief EPS (CID)
5. Cecilia S. Custodio, PhD	Chief EPS (SGOD)
6. Education Program Supervisors	
7. Public Schools District Supervisors	
8. Public Elementary School Heads	
9. Division Section Heads	
10. SGOD Personnel	
11. Technical Working Committee Members	

PRELIMINARIES

1. Singing of the National Anthem
2. Opening Prayer – Video Presentation
3. Recitation of the DepEd Vision and Mission, and Quality Policy Statement
4. Singing of the DepEd Bulacan March
5. Discussion of the Division Mancom Meeting's House Rules
6. Checking of attendance
7. Call to Order and Approval of the Minutes of the Previous Division Mancom Meeting, and Agenda for the said Division Mancom Meeting
-Norma P. Esteban, EdD, Schools Division Superintendent, CESO V
8. Master of Ceremonies: Ms. Jennifer O. Daguman, Administrative Aide VI





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AGENDA	DISCUSSION	AGREEMENT
OSDS and ASDS Concerns	1. CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent 1. MATATAG and SDO Flagship Program BULAKENYO 2. Regional Management Committee Meeting 3. Status of SDO Bulacan in budget utilization and current appropriations by SDO Bulacan as of March 31, 2023 4. Observations and findings from the Commission on Audit (COA) 5. Open Forum	
CID Concerns	1. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor (CID) 1. Regional Memo No. 230, s. 2023 Regional 4th Quarter Assessment 2. Addendum-Corrigendum to Division Memorandum No. 246, s. 2023 Guidelines on the Conduct of the Division and School Level Checking of Forms in the Elementary and Secondary Levels in SDO Bulacan for School Year 2022-2023 3. Presentation of the DepEd SDO Bulacan Action Plan on the Implementation of 2023 National Learning Camp 4. DM-CT-2023-042 dated March 6, 2023 Downloading of FY 2023 Funds for the Procurement of LTE-TVL - 21 School Recipients - 34 Specialization Packages 5. Winners in the 2023 Regional Schools Press Conference and 2023 Regional Festival of Talents Please see the Powerpoint slides for the complete list of winners.	1. For information dissemination, implementation and compliance





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<p>SGOD Concerns</p>	<p>2. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor (SGOD)</p> <p>JAY-ARR C. TAYAO, DBA-ITSM Education Program Supervisor</p> <ol style="list-style-type: none">1. DepEd Memorandum No. 033, s. 2023 Learners' Convergence Ph 20232. DepEd Memorandum No. 034, s. 2023 Administration of the National Achievement Test for Grade 10 for School Year 2022-20233. DepEd Order No. 010, s. 2023 Amendment to DepEd Order No. 03, s. 2018 Basic Education Enrollment Policy4. DepEd Order No. 011, s. 2023 Policy on the Grant of the Anniversary Bonus in the Department of Education5. Concerns of Functional Units <p>SCHOOL HEALTH UNIT</p> <ol style="list-style-type: none">1. Tips on how to prevent the spread of highly transmissible diseases among our school children like HFMD Please see the Powerpoint slides.2. Reiteration on the Importance of Washing Our Hands3. Reiteration of the Importance of Wearing Face Masks4. Dissemination of IEC material about Dengue prevention through the schools' social media pages5. Capacity Building of Select Clinic Teachers on the Provision of Psychological First Aid in Schools June 22-23, 2023 Klir Waterpark Resort, Sta. Rita. Guiguinto, Bulacan per Division Memorandum No. 219, s. 2023	<ol style="list-style-type: none">1. For information dissemination, implementation and compliance
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YOUTH FORMATION UNIT

1. List of Successful Applicants to the Microsoft Youth Ambassadors (MYA) 2.0 Program
Four (4) learners [two (2) Junior High School learners and two (2) SHS learners] are from the DepEd Schools Division of Bulacan.

Please see the Powerpoint presentation for the Complete list of qualified applicants from the DepEd Schools Division of Bulacan.

2. Division Federation Supreme Elementary Learner Government (DSELG) and Supreme Secondary Learner Government (DSSLG) Elections for the School Year 2023-2024

Date: June 27, 2023

Venue: Guiguinto Central School, Guiguinto, Bulacan

3. Regional Memorandum No. 251, s. 2023
Conduct of Research on Child Protection Awareness and Functionality among Child Protection Committee Members in Selected Regions in the Philippines

4. Regional Memorandum No. 125, s. 2023
Conduct of School Visit on the Child Protection Committees

The Regional Office will visit elementary and secondary schools on the first week of July 2023 to provide technical assistance on the functionality of the Child Protection Committee.

HUMAN RESOURCE DEVELOPMENT UNIT

1. Office Performance Commitment and Review Form (OPCRF) and Individual Performance Commitment and Review Form of School Heads For School Year 2022-2023

2. Division Memorandum No. 240 s. 2023
Division Hybrid Training Program for School Heads on Instructional Leadership and Management in Addressing Learning Poverty
Module 1: Managing Varied Learning Assessments per RM 239 s. 2023





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Date: June 20-22, 2023
Venue: 8 Waves Waterpark Hotel and Resort,
San Rafael, Bulacan

3. Focus Group Discussion (FGD) of the Division Evaluation Committee in Compliance with Regional Memorandum No. 154 s. 2023 Activities for the Capstone Projects of the Instructional Supervisors (Batches I-IV) June, August and September 2023
4. Trainings Conducted for the Month of May 2023
 1. Division Orientation on SY 2022-2023 National School Building Inventory (NSBI)
 2. Capacity Building of Administrative Officer II (Elementary and Senior High School) and ADAS II (Elem & Sec) Personnel and Payroll Processes and Actions
 3. Seminar Workshop on The Implementation of the Merit Selection Plan and the New Guidelines On Recruitment, Selection, and Appointment in the Department of Education (2-Secondary Schools and 6 Elementary Schools)
 4. Capacity Building on Multimedia Content Creation and Newscasts for the Enhanced Mobilization of Various Education Stakeholders
 5. Training Workshop of Senior High School (SHS) Property Custodians on Property and Supply Management
 6. Research Caravan
 7. Division-wide Consolidation and Reconciliation of Accounts for the Months of May 2023
5. Regional Online GFPS Kumustahan and Presentation of 1st Quarter Accomplishment Report
May 17-18, 2023
6. GAD Accomplishment Report
Regional Office
Featuring:





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Lactation Room
Virgen delas Flores High School

7. Upcoming Event:
Division Quarterly Hybrid Conference on the
Induction Program for Beginning Teachers (IPBT)
June 30, 2023, Galilee Wonderland Resort,
Bustos, Bulacan
A Division Memorandum will be released.

**SOCIAL MOBILIZATION AND NETWORKING
UNIT**

1. May 24, 2023
Groundbreaking ceremony for the construction
of single storey, two (2) classroom building
sponsored by Abenson and Dunkin Donuts
through FRIENDS OF HOPE, Inc. (FOHI)
at Pasong Bangkal Elementary School,
San Rafael, Bulacan
2. May 24, 2023
Distribution of Dunkin Donuts Products and
Marungko Learning Activity Sheets at Pasong
Bangkal Elementary School, San Rafael,
Bulacan
3. May 30, 2023
Presentation of SDO Bulacan's Partnership
Engagement Accomplishments for the First
Quarter of 2023
DepEd Regional Office III
Maimpis, City of San Fernando, Pampanga
4. June 01, 2023
Signing of Memorandum of Understanding
(MoU) between University of Asia and the Pacific
and Frances Elementary School, and turnover
of 12 units of desktop computers
5. Distribution of Health Kits from International
Pharmaceuticals Inc (IPI)
June 5:
Cay Pombo Elementary School, Santa Maria;
June 7:
Pulilan Central School, Pulilan;





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June 9:
Cornelia M. De Jesus Memoria School,
Santa Maria

6. June 14, 2023
Free Head and Back Massage from International
Pharmaceuticals Inc (IPI) as part of GEDSI
advocacy and celebration of Pride Month

7. June 13-14, 2023
First Batch of Distribution of Multivitamins
Enervon from United Laboratories (UNILAB) to
DepEd SDO Bulacan personnel

8. Congratulations !

SDO Bulacan School Heads who are included
in the Top 30 participants to be part of the
inaugural batch of the Three-Year Intensive
Training Program with International Certification
for School Principals focusing on contextual
problem solving, instructional leadership, and
stakeholder engagement to be sponsored by the
Security Bank Foundation, Inc. in partnership
with Ateneo De Manila University, The HEAD
Foundation, and University of Nottingham:

1. Dr. Rico Paulo G. Tolentino, Principal II,
Masagana High School, Pandi;
2. Dr. Khristian S. Liwanag, Principal II, Virgen
Delas Flores High School, Baliwag;
3. Mr. Ricardo C. Benis Jr., Principal II, North
Hills Village High School, Norzagaray; and
4. Ms. Michelle B. Balatbat, Principal I,
Lambakin Elementary School, Marilao South

9. Upcoming Evenets and Partnership Engagements
Recipients of donations from China Bank
Savings

- schedule of turn over: to be announced

- a. Alexis G. Santos NHS, Bustos
- b. Carlos F. Gonzales HS, San Rafael
- c. San Idefonso NHS, San Idefonso
- d. Vedasto R. Santiago HS, San Miguel
- e. Bunsuran NHS, Pandi
- f. Timoteo Policarpio MES, Norzagaray
- g. Dr. Felipe De Jesus HS, Plaridel





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- h. Bintog HS, Plaridel
- i. San Pedro NHS, Hagonoy
- j. Iba NHS, Hagonoy

Recipients of donations from City Savings Bank
- schedule of turn over: to be announced

- a. Dagat-Dagatan ES, San Rafael
- b. Sta Maria ES, Santa Maria
- c. Iluminada Roxas Mendoza MHS, Bocaue
- d. Pulong Buhangin NHS, Santa Maria
- e. Panghulo ES, Obando
- f. Sampaloc ES, San Rafael
- g. Malibay ES, San Miguel
- h. Coral ES, Norzagaray

10. Capacity Building on Multimedia Content
Creation and News casts for the Enhanced
Mobilization of Various Education Stakeholders
May 18-19, 2023
Galilee Wonderland Resort, Bustos, Bulacan

PLANNING AND RESEARCH UNIT

1. The SaliksiKwentuhan and Validation of
implemented research in compliance to DepEd
Bulacan Research Management Program:
Towards a Research Culture of Quality, Integrity,
and Collaboration

A meeting shall be done remotely via MSTeams
on June 22, 2023 at 1:00 pm.

The meeting link of the said activity
is <http://bit.ly/SaliksiKwentuhan2023>

In addition, as part of ensuring the quality and
integrity of research initiatives in the division,
validation of implemented research will be
conducted on June 26 to July 21, 2023 (specific
schedule is attached to the Division Letter
posted on the website).

**SCHOOL MANAGEMENT MONITORING AND
EVALUATION UNIT**

1. Administration of the National Achievement Test
(NAT)10 shall be on June 27, 2023 (details are
discussed in the Division Memorandum).





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Testing Materials must be secured on June 26, 2023 at Pulilan Central School and immediately returned after the test.

2. Administration of the National Learning Camp Pre-Assessment from June 26 to July 7, 2023 (details are discussed in the issued Division Memorandum).
3. Division Memorandum No. 251, s. 2023
Division Monitoring of School Program Implementation Review (SPIR)
Elementary Level – specific schedule to be set by school heads and PSDSs on or before July 14, 2023
Secondary Level – refer to the schedule set on the memorandum, EDDIS chairs to identify venues

PHYSICAL FACILITIES

1. On the use of DEEP WELLS as water source:
 - One (1) school received an order from the National Water Resources Board to submit a written explanation under oath on appropriating water from deep well without the necessary WATER PERMIT in violation of Article 13 of the Water Code of the Philippines.
 - ARTICLE 13. Except as otherwise herein provided, no person, including government instrumentalities or government-owned or controlled corporations, shall appropriate water without a water right, which shall be evidenced by a document known as a water permit.
2. Application of Water Permit
 - Via Online Water Permit Application at the National Water Resources Board website: <https://www.tlcpay.ph/NWRB/homepage>
 - Those schools that are using deep wells as water source are encouraged to apply for a Water Permit to avoid legal sanctions from the National Water Resources Board.





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DISASTER RISK REDUCTION AND MANAGEMENT

1. Regional Finalists
2023 Gawad Kalasag (GK) Award for Excellence
in Disaster Risk Reduction and Management
and Humanitarian Assistance
 1. Dr. Corazon A. Dela Rosa
Mr. Raymond Carretero
Prenza Elementary School, Marilao
 2. Mr. Cesar V. Valondo
Mr. Roy Oliver G. Fama
Carlos F. Gonzales High School, San Rafael
 3. Dr. Lorena B. Cardenas
Mr. Mark Aivin Jauco
Plaridel Elementary School, Plaridel
2. Submission of RADAR Report for 6.3 Calatagan,
Batangas Earthquake (conduct building
assessment in coordination with municipal
engineers).
3. Submission of weekly online monitoring report
4. Report on the Implementation of Distance
Learning Modality due to increased Temperature
Please see the Powerpoint slides.

OTHER REMINDERS

1. Validation/Finalization of the Teachers' IPCRF
July 17 – 21, 2023 (after which submission of
results c/o HRD)
2. Division Validation/Finalization of Schools'
OPCRF July 24 – 28, 2023 (a memorandum
shall be issued to this effect)
3. Schedule for Palarong Pambansa – Cluster
Region shall be on July 17 – 21, 2023
at Laoag City (details shall be discussed
through a memorandum).
4. July 1, 2023 – Teacher I applicants in the
elementary level to take the Teacher's Reflection





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	<p>Form (TRF) writing on different testing centers Identified</p> <ol style="list-style-type: none">July 5-7, 2023 - Teacher I applicants in the secondary level (both JHS and SHS) to sign the IES Annex G-1 through Division Sub-Level Committee headed by the EDDIS chairsJuly 3 – 5, 2023 – The Division Executive Management (EXECOM) team shall have a Mid-year planning review to DEDP, AIP, SDO commitment to MATATAG, version 3 on the SDO Office Functions aligned to SDO OPCRfLikewise, all schools are encouraged to do the same activity (review and planning) to be led by the PSDSs and EPSs (schedule was set and discussed during the conference on MATATAG commitment.	
<p>ASDS Concerns</p>	<p>3. CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent</p> <ol style="list-style-type: none">Performance Ratings of the teachers should be done on July 10-14, 2023. For big schools (July 17-21, 2023). Write a letter to the SDS requesting service credit to teachers that will report during the performance evaluation.Have the MOVs for the IPCRF.August 28, 2023, the first day of the School Year 2023-2024, have the target, AIP, APP and PPMP revised for 2023.All interested school heads can make their proposal for the Learning and Development related to Learning Poverty to be validated by the Education Program SupervisorReview schools' commitment to MATATAG.DepEd Order No. 009, s. 2023, Observation of School Rites, no shaking of hands.Moratorium on the reclassification of Master Teacher I and Master Teacher II is still in effect.	<ol style="list-style-type: none">For information dissemination, implementation and compliance





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	<p>8. Presentation on the Updates of Personnel (Guidelines on the Application of Leave, and Contract of Service should submit their IPCRF on or before June 30, 2023).</p> <p>9. Other concerns</p>	
ASDS Concerns	<p>4. ZUREX T. BACAY, PhD Assistant Schools Division Superintendent</p> <p>1. Detailed discussion on the National Learning Camp.</p>	<p>1. For information dissemination, implementation and compliance</p>
SDS Concerns	<p>5. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent</p> <p>1. On July 17-28, 2023, write a letter of request to do training and performance evaluation. Teachers are not required to report to the school as officers-in-charge. Do not assign teachers to prepare the MOVs for the OPCRf of the school heads.</p> <p>2. Whenever you attend a training or education (Master's and Doctoral) should have an application project. The CID and SGOD should prepare a template for the application project.</p>	<p>1. For information dissemination, implementation and compliance</p>
	<p>6. OPEN FORUM</p> <p>1. Continue addressing the concerns and issues of the people in the field.</p> <p>2. Observe the guidelines stated in different DepEd Orders issued.</p> <p>3. School heads should have a copy of the minutes of the meeting and read it before attending the next Division Management Committee Meeting.</p> <p>4. There will be an assigned District to facilitate the Division Management Committee Meeting every month.</p>	<p>1. For information dissemination, review, implementation and compliance</p>
	<p>7. BIRTHDAY GREETINGS TO JUNE CELEBRANTS</p>	





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Closing Remarks	8. DANIEL V. ORTEGA, EdD Public Schools District Supervisor President, PSDS Group 1. Greetings to all the meeting participants 2. Sincerest thanks and appreciation to the top management for the guidance, knowledge and direction to do our jobs effectively and efficiently with a quality output. It's harvest season of accomplishments for SDO Bulacan. May good performance continue among us. 3. Let us all be productive in the workplace.	1. For information Dissemination
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Having no more matters to be discussed, the meeting was adjourned at 1:00 PM.

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

Prepared by:

ENGELBERT S. DELA CRUZ
Project Development Officer I

Reviewed by:

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

Noted by:

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

