



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

October 11, 2023

DIVISION MEMORANDUM
 No. 439, s. 2023

DIVISION MANAGEMENT COMMITTEE MEETING

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

1. This Office announces the conduct of Division Management Committee Meeting (MANCOM) on the following schedules:

Levels	Dates/Time	Participants
Elementary Level	October 26, 2023, at Provincial Capitol Gymnasium (KB Gym) Registration starts at 8:00AM	Assistant Schools Division Superintendents CID and SGOD Chiefs CID and SGOD Education Program Supervisors Public Schools District Supervisors Unit Heads from the OSDS Elementary School Heads
Secondary Level	October 19, 2023, at Fortunato F. Halili National Agricultural School, Santa Maria, Bulacan Registration starts at 8:00AM	Assistant Schools Division Superintendents CID and SGOD Chiefs CID and SGOD Education Program Supervisors SEPSs, EPS II, Planning Officer, DRRM Focal Person and Division Engineer from SGOD Unit Heads from the OSDS Secondary School Heads, and Assistant Principals from the SHS Implementers

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





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Superintendents' Concerns

3. Attached is the copy of the Minutes of Meeting dated September 6, 2023, for reference.
4. 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 October 18, 2023. While registration fee of the SDO personnel shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
5. This Memorandum shall serve as the travel authority of all participants.
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 MANAGEMENT COMMITTEE MEETING
 OF ELEMENTARY SCHOOL HEADS**

DATE OF MEETING: September 6, 2023

TIME OF THE MEETING: 8:00 AM

VENUE OF MEETING: KB Gym, Provincial Capitol Compound, Guinhawa,
 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., 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. Host District: Angat District



Address: Provincial Capitol Compound, Brgy. Guinhawa,
 City of Malolos, Bulacan

Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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OSDS Concerns	<p>1. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent</p> <p>1. WHEN THE WHY IS CLEAR, THE HOW IS EASY</p> <p>1. SCHOOL LEADERSHIP</p> <p>School leadership is the practice of encouraging and enabling school-wide teaching expertise in order to achieve a strong rate of progress for all learners.</p> <p>2. FIVE (5) TOP SKILLS OF GOOD SCHOOL LEADERS</p> <p>1. LEADING THROUGH TEACHING AND LEARNING</p> <p>For a school leader to be successful in their role, they need to lead the way in driving teaching and learning outcomes first and foremost. Good leadership should always seek to innovate, keeping up to date with the latest developments, while also seeking feedback from stakeholders.</p> <p>Application: SIP/AIP CURRICULUM PLAN; DOMAIN 3 - OPCR - FOCUSING ON TEACHING AND LEARNING</p> <p>2. DEVELOPING SELF AND OTHERS</p> <p>Good school leadership should have a strong focus on continued professional development. This starts with leaders growing their own skills and knowledge through commitment to professional development and promote the development, health and well being of other staff.</p> <p>Application: SIP/AIP HUMAN RESOURCE DEVELOPMENT PLAN DOMAIN 4</p>	1. For information dissemination, implementation and compliance
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3. PROMOTING POSITIVE CHANGE IN SCHOOL ENVIRONMENT

Good school leadership should be open to innovation and change and to drive new initiatives. The change should remain consistent with the school's values and goals while genuinely working towards the improvement of student outcomes.

Application: RESEARCH AND CONTINUOUS IMPROVEMENT
DOMAIN 1 – LEADING STRATEGICALLY

4. DRIVING SCHOOL MANAGEMENT

Good school leadership should use a range of data management methods and technologies to manage school staff and resources efficiently. They work with team members to ensure efficient operations. Leaders need to create plans based on consultation with staff, students, parents and outside influence.

Application: SCHOOL IMPROVEMENT PLAN; ANNUAL IMPLEMENTATION PLAN
DOMAIN – MANAGING SCHOOL OPERATIONS AND RESOURCES

5. ENGAGING AND WORKING WITH THE COMMUNITY

Good school leadership should engage with their wider community. Leader need to foster good relationship and build strong partnerships to ensure positive outcomes are achieved.

Application: SCHOOL IMPROVEMENT PLAN; ANNUAL IMPLEMENTATION PLAN
DOMAIN 5 – BUILDING CONNECTIONS

3. DIRECTION FOR SY 2023 – 2024

DOMAIN 1 LEADING STRATEGICALLY
DOMAIN 2 MANAGING SCHOOL



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	<p>OPERATIONS AND RESOURCES DOMAIN 3 FOCUSING ON TEACHING AND LEARNING DOMAIN 4 DEVELOPING SELF AND OTHERS DOMAIN 5 BUILDING CONNECTIONS</p>	
<p>CID Concerns</p>	<p>2. RAINELDA M. BLANCO, PhD Education Program Supervisor - LRMDS</p> <ol style="list-style-type: none"> 1. School Calendar School Year 2023-2024 Please see the Powerpoint presentation slides for the complete information. 2. Number of School Days for School Year 2023-2024 Start: August 29, 2023 End: June 14, 2024 3. Regional Memorandum No. 427, s. 2023 Interim Measures to Increase Classroom Teacher's Time on Task 4. Learning Modalities Please see the Powerpoint presentation slides for the complete information. 5. Classroom-based Assessment DepEd Order No. 8, s. 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program Please see the Powerpoint presentation slides for the complete information. 6. Updates from LRMDS and EPSes by Learning Areas <p>LRMDS RAINELDA M. BLANCO, PhD Education Program Supervisor</p> <ol style="list-style-type: none"> 1. Division Memorandum No. 376, s. 2023 Capacity Building/Workshop of Teacher-Writers on the Development of 	<ol style="list-style-type: none"> 1. For information dissemination, implementation and compliance



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Contextualized Storybooks

Attendees:

- 1 Best Teacher Writer per District in Elementary
- 1 Best Teacher Writer per School in Secondary
- LRMDS Officers

2. Division Memorandum No. 364 s. 2023
Delivery of Self-Learning Modules for Kindergarten to Grades 12, SY 2023-2024

Distribute the SLMs to learners from 1st quarter to 4th quarter to heighten their learning at home and during education in emergencies.

Have their parents sign the distribution list of SLMs, Textbooks, and other Learning References.

3. Release of Certificate of Recognition for the approved CIPs is ongoing with the fresh signature of our beloved Schools Division Superintendent.
4. Submission of Letter of Intent to produce CIPs for SY 2023-2024
Follow the target date stipulated in Division Memo No. 009 s. 2023. (ideal month: September 2023)
5. Submission of Learning Resource Plan for SY 2023-2024 on September 15, 2023 pls quantify the number of locally produce LRs and specify the type of LRs to be produced eg., SLK, SLM, Lesson Exemplar, Video Lessons, Story Books et al) We encourage the production of Digitized LRs toward the realization of Education 4.0

ENGLISH

JAY ARR V. SANGOYO, PhD



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Education Program Supervisor

There will be series of consultative meetings and orientations this September 2023 on the following:

1. Reorientation on the Administration of Pre-Test using EGRA and Phil-IRI to determine the reading level of learners
2. Orientation on the Expansion of the Implementation of Special Program in Journalism (SPJ) and Special Program in Foreign Language (SPFL) in SDO Bulacan
3. Consultative Meetings on Campus Journalism and English Programs, Projects, and Activities (PPAs) for School Year 2023-2024

FILIPINO

ANASTACIA N. VICTORINO, EdD
Education Program Supervisor

1. PAALALA:
Memorandum Pansangay Blg.77, s. 2023
MODERNONG GURO: MODELO KO

Magsisimulang muli sa Agosto 2023
2. Paggagawad ng Sertipiko ng Pagkilala sa mga Tagamasid Pampurok, Tagapayo sa Filipino at English at Koordinaytor sa Pagbasa bilang pagkilala sa kanilang natatanging kontribusyon at aktibong partisipasyon sa pagsasagawa ng PANSANGAY NA PAGPAPABASA SA MGA STRUGGLING READER SA FILIPINO at ENGLISH alinsunod sa Memorandum Pansangay Blg. 207, s. 2023 na inilabas noong Mayo 22, 2023

MATHEMATICS

FRANCISCO B. MACALE
Education Program Supervisor



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Consultative Meeting this September with the following issues and concerns:

1. Presentation of Accomplishment Report and Best Practices of BEMTA and BSMTA groups;
2. Presentation of Division Action Plan in Mathematics for S.Y. 2023-2024 -PPAs
3. Election of the New Set of Officers for S.Y. from 2023-2024 to 2024-2025
4. Division Training Workshop for SHs and Head Teachers of Science Math and English for activities under HOTS - PLPs. This will be on September 20-22, 2023.

ARALING PANLIPUNAN
VIRGILIO L. LAGGUI, PhD
Education Program Supervisor

Thank you very much to the participants for the successful conduct of the following activities last August 2023:

1. Division Training-Workshop on the Development of Learning Plans in the Integration of Comprehensive Sexuality Education in the K to 12 Curriculum held last August 16-18, 2023 at Club Royale Resort, Malolos City.
2. Division Training-Workshop on the Integration of the Contextualized SINELIKSIK Bulacan Heroes Modules in the K to 12 Araling Panlipunan Curriculum for Grades 5-6 last August 23-25 at Nicanor Abelardo Theater, Malolos City
3. 125th Anniversary of the Declaration of the Philippine Independence (Ikid sa Tatlong Republika ng Pilipinas)

A. Real De Cacarong (Pandi)



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B. Biak na Bato (San Miguel)
C. Barosoain Church (Malolos)

TLE / TVL

JOEL I. VASALLO, PhD
Education Program Supervisor

EPP/TLE Component Offering (Elementary)
School Year 2023-2024

- 1st Quarter – Agriculture and Fishery Arts
- 2nd Quarter – Information and
Communications Tech. (ICT)
- 3rd Quarter – Home Economics
- 4th Quarter – Industrial Arts

EDUKASYN SA PAGPAPAKATAO

ELESEO E. GODOY, PhD
Education Program Supervisor

1. Project AVAW- A Value A Week
 - A value A Week, is a practice where during Flag Raising Ceremony a select Value/s is discussed, examples are given, a person, event, facts and the like, Then within the week a student or learner is nominated and given recognition for his/her exemplary observance, display of the value discussed for the particular week.

During Flag Ceremony School Head, or Values Coordinator can select a value/s or character trait, and give a brief explanation and an example, could be a person they know, a popular figure, or even an event.

Include in the explanation why such a value or virtue is important to be cultivated.

A school can choose the value or virtue they wish to explain on a Monday (Flag Ceremony).



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	<p>7. Good News! Please see the Powerpoint presentation slides for the complete list of winners from the Schools Division of Bulacan on various contests.</p>	
<p>SGOD Concerns</p>	<p>3. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor SGOD</p> <p>SCHOOL HEALTH UNIT</p> <p>1. Accomplishments</p> <p>Capacity Building for Provision of Psychological First Aid to Nurses July 19, 2023</p> <p>Updates and Unit Planning on School Health Activities for SY 2023-2024 August 8, 2023</p> <p>Awarding for Division Search for Best WinS Implementer for School Year 2022-2023 Guiguinto District Hall, Guiguinto, Bulacan August 14, 2023</p> <p>Orientation on Institutional Guidelines on SBFP Sy 2023-2024 Guiguinto District Hall, Guiguinto, Bulacan August 18, 2023</p> <p>Health Profiling of Teachers and Personnel and Consultation with the Nurses and Medical Officer August 15, 2023 onwards</p> <p>Utilization of Dental Hubs for Treatment of Dental problems for Teachers and Personnel July 2023 onwards</p> <p>2. Next Activities:</p>	<p>1. For information dissemination, implementation and compliance</p>



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- Continuous health profiling of teachers and non-teaching personnel
- Continuation of Consultation with the Medical Officer of identified personnel
- Assessment of K-12 learners
- September 11, 2023 – start of SBFP downloading of funds- cooperation and support of everyone is encouraged for the success of the activity
- August to October 2023- Implementation of EGPP Project and Division Search
- October 30, 2023- Submission of Official EDDIS entries for Best EGPP Project Implementer
- November 6-10, 2023- Division Validation and Evaluation (On-site)
- November 15, 2023- Submission of official Division Entry/ies for BEST EGPP Implementers
- Catch up of Deworming Program- School based when logistics from PHO/DOH are available- October 2023

3. Concerns and Reminders

- School Health Cards of Learners must be provided by the school.
- All Teachers and personnel must submit laboratory results deadline September 15, 2023, to assigned Division Nurses –as stated in Division Memorandum No. 340 s. 2023- Annual Laboratory Examination of Teaching and Non-Teaching Personnel, this is to ensure an optimum health status among teachers, management of ailments and prevention further complications.
- Reiteration of D.O. 13, s 2023- Policy and Guidelines on Health Food Choices in Schools and Dep Ed Offices and D.O. 8 s 2007 – Revised Implementing Guidelines on the Operation and Management of School Canteens in Public Elementary and Secondary Schools.



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- Reiteration on the allotment of 5% clinic fund and 35 % supplementary feeding program for undernourished learners.

PHYSICAL FACILITIES

1. Proposed 2024 Basic Education Facilities Fund (BEFF)

SDO Bulacan submitted Program of Works for:

- 89 New Construction of School Buildings
- 18 Repair of School Buildings
- 19 Upgrading of School Electrical Distribution System
- 3 Gabaldon Restoration
- 18 Construction of Health Facilities

*For possible inclusion in the 2024 Basic Education Facilities Fund of the Department of Education

SOCIAL MOBILIZATION UNIT

1. Division Memorandum No. 180, s. 2023 Submission of Quarterly Partnership Accomplishments cum 2023 Brigada Eskwela (BE) Reports
Please see the Powerpoint presentation slides for the complete information.

2. 2023 Brigada Eskwela Journey
2023 Division Brigada Eskwela Kick-off

Heartfelt thanks to the following:

- SDO Bulacan Top Management, personnel and staff;
- School Heads, School BE and Information Coordinators of all BE Implementing Schools and Select Schools featured in the Division Hybrid Kick-Off Program ;
- Various Education Partners and Stakeholders

DIVISION TECHNICAL WORKING GROUP
Over-all In-Charge:



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Bryan Amiel F. De Jesus

Members:

Enrique Rigor P. Flores Jr. – Host
Clarissa DC. Flores – Host
Romyboy C. Punongbayan – Host
Joel Resurreccion – Videographer
John Ponce A. Santiago – Division
Broadcaster
Katherine L. Ople
– in-charge for virtual platform
Isagani M. Aguinaldo
– in-charge for virtual platform
Christian Santos
– in-charge of layout and presentations
Marnick S. Gutierrez
– in-charge for Social Media updates
Kenneth G. Pabilonia
– in-charge for Social Media updates
Marilene G. Ramos
– Concept Developer/in-charge for
monitoring
Dr. Ma. Jesusa V. Pampilon – Secretariat

**SCHOOL MANAGEMENT, MONITORING
AND EVALUATION**

1. Accomplishments
Monitoring and Evaluation of training
with excellent rating
 1. Linking Research into Practice:
Training-Workshop on Research
Utilization
Proponent: Ms. Maribel Perez, SEPS
 2. Division Training workshop on the
Development Learning Plans in the
Integration of Comprehensive Sexuality
(CSE) in the K-12 curriculum
Proponent: Dr. Virgilio L. Laggui, EPS
3. Public Secondary Schools Mid-Year
Program Implementation Review FY



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2023 and Plan Adjustment for Second Semester 2023

2. Concerns:

1. Administration of the 2023 Special Philippine Educational Placement Test (PEPT) per DepEd Memorandum 049, s. 2023
Submission of Application is on or Before September 15, 2023
2. Conduct of National Learning Camp Post test as per Regional Memorandum No. 441, s. 2023

“ADMINISTRATION OF THE NATIONAL LEARNING CAMP (POST TEST) TO THE INCOMING GRADE 8 AND 9 LEARNERS FOR THE SCHOOL YEAR 2023-2024”

Activities are the following:

1. Online meeting with the school ICT at 2:00 PM with Sir Richard Biglete, Division ICT Officer.
2. Conduct of NLC Post test on the following date per category:
 - September 5-8 - Enhancement
 - September 11-13 - Consolidation
 - September 14,15 and 18, 2023 - Intervention
 - September 19-22, 2023 -Learners who took NLCA pre-test but did not participate in the learning Camp

Note: Regional Supervisors shall have in-person monitoring of the activities.

HUMAN RESOURCE DEVELOPMENT UNIT

OPCRF Concern

SY 2022 – 2023

Submission via online shall be done after



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affixing the signatures of the rater and of the SDS (link will be provided later) submission on or before September 15, 2023.

SY 2023 – 2024

Memorandum shall be issued to guide us in the OPCR Planning and Commitment (submission on or before September 30, 2023).

PLANNING AND RESEARCH UNIT

Prompt compliance of schools in accomplishing/updating facility systems such as EARLY REGISTRATION, QUICK COUNT, LIS, NSBI, BEIS, please do not wait for the deadline since there are system glitches to avoid one-on-one follow up among schools, for the SDO to comply in 100% accomplishment on time.

DRRM

ACCOMPLISHMENT

1. 1000 Mangrove Seedlings that were planted in Salambao, Obando, Bulacan, participated by 150 DepEd personnel.

YOUTH FORMATION UNIT

1. Division-Level Winners for the Gawad Pag-gabay 2023: Pagpupugay sa Gurong Taga-hubog, Punong Guro at Bayaning Pinunong Mag-aaral

Please see the Powerpoint presentation slides for the complete list of winners.

OTHER CONCERNS

1. Teachers' Day Celebration

Division Level with 5 batches
September 28, 29 and October 2, 2023



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	<p>at KB Gym October 3, 2023, at Dr. Yanga's Colleges Inc. - Awarding of Winners of Gawad Parangal of DepEd Bulacan</p> <p>October 4, 2023 – District Level (if any) October 5, 2023 – School Level</p> <p>2. Regional Memorandum No. 408, s. 2023 Implementation Guidelines on Innovation Management – orientation shall be conducted before the end of the month for clarifications.</p>	
Legal Concerns	<p>4. ATTY. ELMER LOPEZ Legal Officer</p> <p>1. Concerns about land title of Binang ES, Bocaue District 2. Concerns about the proposed Division training-seminar on legal matters 3. Concerns about Contracts of Service with additional reminders from SDS Norma P. Esteban, EdD, CESO V</p>	<p>1. For information dissemination, implementation and compliance</p>
OSDS Concerns	<p>5. CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent</p> <p>1. Concerns about OPCRf and Contracts of Service 2. Concerns about the upcoming 2023 Barangay and Sangguniang Kabataan Elections 3. Concerns about Application for Leave 4. Concerns about field trips 5. Opening Program of the 2023 Singkaban Festival 6. Other financial, CID and SGOD concerns</p>	<p>1. For information dissemination, implementation and compliance</p>
OSDS Concerns	<p>6. ZUREX T. BACAY, PhD Assistant Schools Division Superintendent</p> <p>1. Read a letter sent by a concerned parent regarding learning modules in the school where her child is studying with comments from Dr. Daniel Ortega, President of the Public Schools District Supervisors, and</p>	<p>1. For information dissemination, implementation and compliance</p>



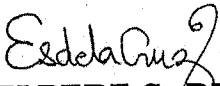
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	Dr. Charito N. Laggui, Bulacan PESPA President	
Admin Concerns	7. JOSEFINA S. PEDROCHE Administrative Officer V 1. Election Ban concerns 2. New non-teaching items 3. Participation of SDO Bulacan's non teaching personnel in the 2023 Brigada Eskwela	1. For information dissemination, implementation and compliance
	OPEN FORUM 1. Concerns about Service Credit and MOOE	1. For information dissemination, implementation and compliance

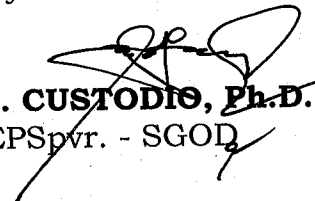
Having no more matters to be discussed, the meeting was adjourned
at 2:00 PM.

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

Prepared by:


ENGELBERT S. DELA CRUZ
Project Development Officer I

Reviewed by:


CECILIA S. CUSTODIO, Ph.D.
Chief EPSpr. - SGOD

Noted by:


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