



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

November 10, 2023

DIVISION MEMORANDUM  
No. 473 , 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 the Division Executive Committee Meeting (EXECOM) on November 13, 2023, at 9:00 AM at the SDO Conference Hall, 3<sup>rd</sup> Floor SDO Office, Malolos City, Bulacan.
2. The aims of this meeting are as follows:
  - a. check on the unutilized/excess/remaining funds (MOOE, downloaded and other sources) SY 2023 – 2024 and prepare project proposals for the utilization of such funds;
  - b. discuss, clarify, and consolidate issues and concerns to be presented during the Management Committee (MANCOM) meeting.
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. 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.
5. It is expected that all participants observe the minimum health standard protocols in compliance with 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.
6. Immediate and wide dissemination of this Memorandum is desired.

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