

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

December 4, 2023

DIVISION MEMORANDUM
No. 503, s. 2023

**DIVISION EXECUTIVE COMMITTEE MEETING IN PREPARATION
FOR REMANCOM HOSTING**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Select Unit Heads of the OSDS
All Others Concerned

1. A meeting can motivate and engage team members by fostering a sense of involvement and ownership. When individuals understand the purpose and importance of their contributions, they are more likely to be motivated and committed to the success of the activity, thus, this Office shall conduct a Division Executive Committee Meeting (EXECOM) in preparation for REMANCOM Hosting on December 5, 2023, at 9:00 AM at a venue to be announced later.
2. The aims of this meeting are as follows:
 - a. Identify and allocate resources, including human resources, time, budget, and materials needed in the conduct of the REMANCOM hosting.
 - b. Define the roles and responsibilities of each member involved in the activity to ensure cooperation and success, and
 - c. Establish communication channels and protocols to facilitate effective information flows among members.
3. Attendees to this meeting include the Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisor from the SGOD, (2) Education Program Supervisors from the CID, (15) Public Schools District Supervisors to be identified by the Office of the ASDS, Division Accountant, Administrative Officer VI, and Supply Officer from the OSDS with the Education Program Specialist II – HRD as secretariat.
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 as pre-emptive interventions to combat any infectious diseases.




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6. Immediate and wide dissemination of this Memorandum is desired.


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