



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

December 4, 2023

DIVISION MEMORANDUM
No. 501, s. 2023

**MEETING WITH CLUSTER DIVISIONS IN PREPARATION FOR
REMANCOM HOSTING**

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

1. To ensure success in the REMANCOM Hosting, this Office announces the Division Meeting with Cluster Divisions in preparation for REMANCOM Hosting on December 7, 2023, at Fortune Greenery, Baliwag, Bulacan.
2. The aims of this meeting are as follows:
 - a. Divide assignments among cluster divisions involved to ensure efficiency, collaboration, and successful completion of tasks.
3. Identify and allocate resources, including human resources, time, budget, and materials needed, and
4. Define the roles and responsibilities of each member involved in the activity.
5. Attendees to this meeting include the Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisor President, Division Accountant, Administrative Officer VI, and Supply Officer from the OSDS.
6. 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.
7. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
8. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. 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