



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

February 2, 2024

DIVISION MEMORANDUM

No. *046*, s. 2024

**DIVISION EXECUTIVE COMMITTEE MEETING**

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

8. This Office announces the conduct of Division Executive Committee Meeting (EXECOM) on February 6, 2024, at 9:00 AM at the SDO Conference Hall, 3<sup>rd</sup> Floor SDO Office, Malolos City, Bulacan.

9. The aims of this meeting are as follows:

- a. present accomplishment report for the month of January 2024 and upcoming activities to be conducted for the first quarter; and
- b. discuss, clarify, and consolidate issues and concerns to be presented during the Management Committee (MANCOM) meeting.

10. 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.

11. 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.

12. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.

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

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