



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

February 2, 2024

DIVISION MEMORANDUM

No. **056**, s. 2024

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	Participants
Elementary Level	February 28, 2024 at Hiyas ng Bulacan, Capitol Compound, City of Malolos	Assistant Schools Division Superintendents CID and SGOD Chiefs Public Schools District Supervisors Division Education Program Supervisors Unit Heads from the OSDS and SGOD Elementary School Heads
Secondary Level	February 29, 2024 at a venue to be announced later	Assistant Schools Division Superintendents CID and SGOD Chiefs Education Program Supervisors Unit Heads from the OSDS and SGOD Secondary School Heads, and Assistant Principals from the SHS Implementers

Note: In view of the establishment of the SDO City of Baliwag, the school heads of both elementary and secondary shall be included in the MANCOM of SDO Baliwag.

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 Superintendents' Concerns



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

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3. Attached is the copy of the Minutes of Meeting dated December 14, 2023 for Elementary MANCOM Meeting and December 22, 2023, for references.
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 February 17, 2024. 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 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: December 14, 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: Balagtas District



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CID and OSDS Concerns	1. ZUREX T. BACAY, PhD Assistant Schools Division Superintendent 1. Reported the CID accomplishments and concerns in the previous month. Please see the Powerpoint presentation slides for the complete data. 2. Reminded the school heads to take care the trees that were planted during the simultaneous DepEd Tree-Planting Activity last December 6, 2023. 3. Sustain the partnerships with partner stakeholders.	1. For information dissemination, implementation and compliance
SGOD and OSDS Concerns	2. CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent 1. Reported the SGOD accomplishments and concerns in the previous month. Please see the Powerpoint presentation slides for the complete data. 2. Reported the OSDS units concerns. Please see the Powerpoint presentation slides for the complete data. 3. Discussion of guidelines and requirements for the renewal of the contracts of service of Job Order (JO) employees. Submit the requirements for renewal of the Contracts of Service on or before December 22, 2023. 4. Announcement on the changes of curriculum next school year 5. Announcement on the process of transfer of teachers	1. For information dissemination, implementation and compliance
Gulayan sa Paaralan Program Concern	3. JOEL I. VASALLO, PhD Education Program Supervisor – TLE 1. Announcement and giving of Certificates	1. For information dissemination



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	of Recognition to the school heads of the schools that won in the 2023 Division and Regional Search for Best Gulayan sa Paaralan Program Implementers	
OSDS Concerns	4. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent 1. Presentation of the agreements and activities made during the recently held Regional Management Committee Meeting 2. Expression of gratitude for the performance and accomplishments of the schools in Calendar Year 2023 3. Discussion of guidelines and requirements for the renewal of the contracts of service of Job Order (JO) employees. Submit the requirements for renewal of the Contracts of Service on or before December 22, 2023. 4. Discussion on the guidelines for conducting Christmas parties in schools 5. Announcement on the changes of curriculum next school year 6. Announcement on the lifting of transfer of teachers 7. 100% utilization of funds target The Schools Division of Bulacan is the first division in Region 3 (Central Luzon) in Calendar Year 2023 in terms of utilization of funds 8. School heads should know the existing financial collections in schools. No DepEd employee should be involved in any collection of money in schools and offices.	1. For information dissemination, implementation and compliance



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	<p>9. Teachers whose service is 3 years and below should be writing Semi-Detailed Lesson Plan.</p> <p>10. Starting January 2024, the Schools Division Office officials will be visiting Schools to provide technical assistance. A target 75% MPC in all subjects was set.</p> <p>11. Follow the Itinerary of Travel that is written on the approved requests to conduct educational field trips.</p>	
Christmas Party of Public Elementary Schools	<p>5. Christmas Song and Dance Competition per EDDIS Champion = EDDIS 3</p>	1. For information dissemination
Closing Remarks	<p>6. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor CID</p> <p>1. Expression of gratitude for the performance and accomplishments of the schools in Calendar Year 2023</p> <p>2. Reminded the school heads to continue their remarkable performance.</p> <p>3. Reminded to share love to one another during the Christmas season.</p>	1. For information dissemination, implementation and compliance
	<p>IMPORTANT MATTERS DISCUSSED</p> <p>1. Presentation of the agreements and activities made during the recently held Regional Management Committee Meeting</p> <p>2. Expression of gratitude for the performance and accomplishments of the schools in Calendar Year 2023</p> <p>3. Discussion of guidelines and requirements for the renewal of the contracts of service</p>	1. For information dissemination, implementation and compliance



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	<p>of Job Order (JO) employees. Submit the requirements for renewal of the Contracts of Service on or before December 22, 2023.</p> <ol style="list-style-type: none">4. Discussion on the guidelines for conducting Christmas parties in schools5. Announcement on the changes of curriculum next school year6. Announcement on the process of transfer of teachers7. 100% utilization of funds target The Schools Division of Bulacan is the first division in Region 3 (Central Luzon) in Calendar Year 2023 in terms of utilization of funds8. School heads should know the existing financial collections in schools. <p>No DepEd employee should be involved in any collection of money in schools and offices.</p> <ol style="list-style-type: none">9. Teachers whose service is 3 years and below should be writing Semi-Detailed Lesson Plan.10. Starting January 2024, the Schools Division Office officials will be visiting Schools to provide technical assistance. A target 75% MPC in all subjects was set.11. Follow the Itinerary of Travel that is written on the approved requests to conduct educational field trips12. Reminded the school heads to take care the trees that were planted during the simultaneous DepEd Tree-Planting Activity last December 6, 2023.	
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	13. Sustain the partnerships with partner stakeholders.	
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Having no more matters to be discussed, the meeting was adjourned at 1:00 PM.

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

Prepared by:


ENGELBERT S. DELA CRUZ
Project Development Officer I

Reviewed by:


CECILIA S. CUSTODIO, Ph.D.
Chief Education Program Supervisor-SGOD

Noted by:

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



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**MINUTES OF THE DIVISION MANAGEMENT COMMITTEE MEETING
OF SECONDARY SCHOOL HEADS**

DATE OF MEETING: December 22, 2023

TIME OF THE MEETING: 8:00 AM

VENUE OF MEETING: Liam & Belle Resort and Pavilion, Ibayong Tabon,
Parada, Sta. Maria, 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 Secondary School Heads	
8. Division Section Heads	
9. SGOD Personnel	
10. Technical Working Committee Members	

PRELIMINARIES

1. Singing of the National Anthem
2. Opening Prayer – Mr. Erwin John F. Santos, CESE, Principal IV, Mariano Ponce NHS
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: Baliwag District



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<p>CID, SGOD and OSDS Concerns</p>	<p>1. ZUREX T. BACAY, PhD Assistant Schools Division Superintendent</p> <ol style="list-style-type: none">1. Reported the CID and SGOD accomplishments and concerns in the previous month. Please see the Powerpoint presentation slides for the complete data.2. Reminded the school heads to take care the trees that were planted during the simultaneous DepEd Tree-Planting Activity last December 6, 2023.3. Sustain the partnerships with partner stakeholders.4. Develop a research culture in schools. No school can get a perfect score on the OPCRf unless research was conducted. Research will also be required to Career Stage 2.5. Each EDDIS should produce one (1) Distinguished Teacher.6. Do not schedule your teachers' training during school break.7. There will be trainings of Grade 7 teachers on the MATATAG Curriculum.8. Submit until December 27 the requests of transfer of teachers.9. Awarding of Certificates of Recognition to the schools that won in the 2023 Regional Gawad Paggabay (Pagpupugay sa Gurong Taga-Hubog, Punong Guro at Bayaning Pinunong Mag-aaral) last December 19, 2023 at Hacienda Gracia Resort, Lubao, Pampanga	<ol style="list-style-type: none">1. For information dissemination, implementation and compliance
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Gulayan sa Paaralan Program Concern	2. JOEL I. VASALLO, PhD Education Program Supervisor – TLE 1. Announcement and giving of Certificates of Recognition to the school heads of the schools that won in the 2023 Division and Regional Search for Best Gulayan sa Paaralan Program Implementers	1. For information dissemination
OSDS Concerns	3. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent 1. Presentation of the agreements and activities made during the recently held Regional Management Committee Meeting 2. Expression of gratitude for the performance and accomplishments of the schools in Calendar Year 2023 3. Discussion of guidelines and requirements for the renewal of the contracts of service of Job Order (JO) employees. Submit the requirements for renewal of the Contracts of Service on or before December 22, 2023. 4. Discussion on the guidelines for conducting Christmas parties in schools 5. Announcement on the changes of curriculum next school year 6. Announcement on the process of transfer of teachers 7. 100% utilization of funds target The Schools Division of Bulacan is the first division in Region 3 (Central Luzon) in Calendar Year 2023 in terms of utilization of funds 8. School heads should know the existing financial collections in schools. No DepEd employee should be involved in	1. For information dissemination, implementation and compliance



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	<p>any collection of money in schools and offices.</p> <p>9. Teachers whose service is 3 years and below should be writing Semi-Detailed Lesson Plan.</p> <p>10. Starting January 2024, the Schools Division Office officials will be visiting Schools to provide technical assistance. A target 75% MPC in all subjects was set.</p> <p>11. No Junior and Senior Promenade (JS Prom) will be allowed if there is collection of money involved. A Certification that no money will be collected from students is needed as an attachment to the requests to conduct JS Prom in schools.</p> <p>12. Follow the Itinerary of Travel that is written on the approved requests to conduct educational field trips.</p>	
	<p>4. Oath-Taking of the New Set of Bulacan PASSPA Officers for School Year 2023 2024</p>	
<p>Christmas Party of Public Secondary School Heads</p>	<p>5. Fun Games, and Christmas Song and Dance Competition per EDDIS Champion = EDDIS 5</p>	<p>1. For information dissemination</p>
	<p>IMPORTANT MATTERS DISCUSSED</p> <p>1. Presentation of the agreements and activities made during the recently held Regional Management Committee Meeting</p> <p>2. Expression of gratitude for the performance and accomplishments of the schools in Calendar Year 2023</p> <p>3. Discussion of guidelines and requirements for the renewal of the contracts of service of Job Order (JO) employees.</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>Submit the requirements for renewal of the Contracts of Service on or before December 22, 2023.</p> <ol style="list-style-type: none">4. Discussion on the guidelines for conducting Christmas parties in schools5. Announcement on the changes of curriculum next school year6. Announcement on the process of transfer of teachers7. 100% utilization of funds target The Schools Division of Bulacan is the first division in Region 3 (Central Luzon) in Calendar Year 2023 in terms of utilization of funds8. School heads should know the existing financial collections in schools. No DepEd employee should be involved in any collection of money in schools and offices.9. Teachers whose service is 3 years and below should be writing Semi-Detailed Lesson Plan.10. Starting January 2024, the Schools Division Office officials will be visiting Schools to provide technical assistance. A target 75% MPC in all subjects was set.11. No Junior and Senior Promenade (JS Prom) will be allowed if there is collection of money involved. A Certification that no money will be collected from students is needed as an attachment to the requests to conduct JS Prom in schools.12. Follow the Itinerary of Travel that is written on the approved requests to conduct educational field trips	
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	<ol style="list-style-type: none">13. Reminded the school heads to take care the trees that were planted during the simultaneous DepEd Tree-Planting Activity last December 6, 2023.14. Sustain the partnerships with partner stakeholders.15. Develop a research culture in schools. No school can get a perfect score on the OPCR. Research will also be required to Career Stage 2.16. Each EDDIS should produce one (1) Distinguished Teacher.17. Do not schedule your teachers' training during school break.18. There will be trainings of Grade 7 teachers on the MATATAG Curriculum.19. Submit until December 27 the requests of transfer of teachers.	
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Having no more matters to be discussed, the meeting was adjourned at 3:00 PM.

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

Prepared by:


ENGELBERT S. DELA CRUZ
Project Development Officer I

Reviewed by:


CECILIA S. CUSTODIO, Ph.D.
Chief Education Program Supervisor-SGOD

Noted by:

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



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