



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

March 4, 2024

DIVISION MEMORANDUM  
No. **108**, s. 2024

**MEETING OF THE EXECUTIVE COMMITTEE**

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

1. This Office announces the conduct of Meeting of Executive Committee (EXECOM) on March 6, 2024, at 9:00 AM at Taverna, Bahay na Tisa, Malolos City, Bulacan.
2. The aim of this meeting is to discuss and clarify the OPCRIF 2024 in preparation for its submission to the RO as target for 2024.
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 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



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**LEARNING AND DEVELOPMENT PROPOSAL**

<b>COURSE TITLE</b>	Monthly Executive Committee Meeting (EXECOM) and Management Committee Meeting (MANCOM)
<b>PROPONENT</b>	SGOD – Planning and Research Unit
<b>DURATION</b>	One day activity for Monthly EXECOM and MANCOM
<b>PROPOSED DATES</b>	Please refer to Monthly Division Memorandum for said Meeting
<b>PROPOSED VENUE / PLATFORM</b>	TBA
<b>TARGET PARTICIPANTS</b>	EXECOM, Units Heads, Elementary and Secondary School Heads
<b>PROGRAM DESCRIPTION</b>	<p>A meeting is a coming together of group of people to exchange information in a planned manner and discuss issues set out before arriving at decisions, solve problems, and gather information. Hence, it is an important way to keep your organization in sync and run smoothly, whether the need to share information, gather feedback, or make decisions. It ensures the effective and efficient implementation of the programs, projects, and activities.</p> <p>In line with this, the SDO-Bulacan shall conduct the monthly executive committee meeting among the executive members of the SDO and management committee meeting among key personnel and school managers to discuss the concerns that pertains to operation of the different units in the division and schools and all learning centers. This is to address the challenges that need immediate solutions and ensures compliance with the founding vision and mission of providing quality education even in time of pandemic</p>
<b>SESSION OBJECTIVES</b>	<p>The activity aims to:</p> <ol style="list-style-type: none"> <li>1. conduct a meeting between the Schools Division of Bulacan Top Management and the Units Heads of the three (3) Functional divisions based on division's annual implementation plan (AIP) and its alignment with the DepEd MATATAG agenda;</li> <li>2. discuss/cascade updates discussed in the National and Regional ManCom meeting attended by the RD and SDSs of DepEd Region III ;</li> <li>3. report all issues, concerns, recommendations discussed during the ExeCom meeting to all school heads in the division.</li> </ol>



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



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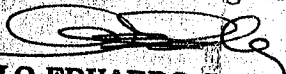
<b>MONITORING AND EVALUATION PLAN</b>	The activity will be monitored and evaluated through the following: 1. QATAME Results 2. Post Evaluation of the activity 3. Ways Forward Report
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Prepared by:

Noted by:

  
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Planning Officer III

Reviewed by:

Funds Available:

  
**MARILEN G. RAMOS**  
SEPS, HRD

  
**ARENA ASTOVEZA** 900 000  
Administrative Officer V, Budget

Recommending approval:

  
**ZUREX T. BACAY, PhD**  
ASDS, BAC Chair

APPROVED:

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

