



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

April 16, 2024

DIVISION MEMORANDUM

No. 197, s. 2024

DIVISION MANAGEMENT COMMITTEE MEETING FOR SECONDARY SCHOOL HEADS

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Secondary School Heads
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) for secondary school heads on April 22, 2024, at 8:30 AM at Casa Cirila, Bulihan, Plaridel Bulacan, hosted by school heads from Calumpit district.
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 Superintendent's Concerns
3. Attached is the copy of the Minutes of Meeting dated February 29, 2024, as reference.
4. Participants to this MANCOM Meeting are the assistant schools division superintendent, division chiefs, education program supervisors, unit heads of the OSDS, section head of the SGOD, and secondary school heads.
5. There will be a registration fee of P1,200.00 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 April 19, 2024. While registration fee of the SDO personnel shall be charged against Division MOOE, subject to the usual accounting and auditing rules and regulations.
6. This Memorandum shall serve as the travel authority of all participants.



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7. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases, and any incidents that may cause by severe heat.
8. Immediate and wide dissemination of this Memorandum is desired.

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


MARIA CELINA L. VEGA, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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

DATE OF MEETING: February 29, 2024

TIME OF THE MEETING: 8:00 AM

VENUE OF MEETING: Victory Christian Church Sta. Maria,
Bagbaguin, Sta. Maria, Bulacan

ATTENDEES:

Name	Designation
1. Norma P. Esteban, EdD, CESO V	Schools Division Superintendent
2. Gregorio C. Quinto Jr., EdD	Chief EPS (CID)
3. Cecilia S. Custodio, PhD	Chief EPS (SGOD)
4. Education Program Supervisors	
5. Public Secondary School Heads	
6. OSDS Section Heads	
7. SGOD Personnel	
8. 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. Birthday Greetings to all February Birthday Celebrants
8. 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
9. Host District: Bustos



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OSDS Concerns	<p>1. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent</p> <p>1. The DepEd SDO Bulacan is now Level 2 recognized in the Four (4) Pillars of PRIME HR</p> <ul style="list-style-type: none">- Starting to prepare for the Bronze Medal Award. <p>2. The most valuable asset of a company is Its people. Invest in their growth, provide opportunities for learning and development, and you'll create a workforce that can achieve remarkable things.</p> <p>People are your most valuable asset. Only people can be made to appreciate in value.</p> <p>3. Quote of the Day People are not your most important asset. The right people are. - Jim Collins</p> <p>Assignment to School Heads: Provide the adjectives for the letters I,G,H and T of the acronym RIGHT R – Responsible I – G – H – T –</p> <p>4. The Importance of Work Responsibility Please see the Powerpoint presentation slides for the complete data.</p> <p>5. Ten Characteristics that Responsible Leaders Share Please see the Powerpoint presentation slides for the complete data.</p> <p>6. Education Program Supervisors shall submit Activity Completion Reports.</p>	<p>1. For information dissemination, implementation and compliance</p>
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	<p>7. A copy of Certificate of Recognition shall be given to the schools' Parents and Teachers' Associations (PTAs) for their remarkable contribution in schools. The PTA Accomplishment and Financial Reports will be submitted to Mr. Bryan Amiel F. De Jesus, Senior Education Program Specialist.</p> <p>School heads should refrain from requiring the PTAs to donate supplies, materials and equipment to schools. Instead, plan projects that are beneficial to students, like projects that respond to school activities.</p> <p>PTA officers should conduct meetings to discuss the following topics namely: DepEd's No Collection Policy, Field Trips and Junior and Seniors' Promenade</p> <p>9. A Division Ranking for Teachers-in-Charge (TICs) will be conducted on a date to be announced through a Division Memorandum that will be issued later this year. Officers-in-Charge and Teachers-in-Charge should submit letters of intent to join the said Division Ranking.</p> <p>10. MOOE Concerns on the Schools' Annual Implementation Plan Please see the Powerpoint slides for the complete data.</p>	
<p>CID Concerns</p>	<p>2. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor - CID</p> <p>1. Reported the CID accomplishments (based on KRAs) and concerns in the Previous month. Please see the Powerpoint presentation slides for the complete data.</p> <p>2. Classification of Learners' Performance Based on the Second Quarter Assessment</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>of School Year 2023-2024 Please see the Powerpoint presentation slides for the complete data.</p> <p>3. Performance Analysis of the DepEd SDO Bulacan in the 2023 NAT Grade 12 Please see the Powerpoint presentation slides for the complete data.</p> <p>4. Regional Memorandum No. 13, s. 2024 Implementation Guidelines on Strengthening Character Development Through Implementation of Edukasyon Pagpapakatao (ESP) Good Manners and Right Conduct (GMRC) and Values Education Please see the Powerpoint presentation slides for the complete data.</p> <p>5. Ways Forward Please see the Powerpoint presentation slides for the complete data.</p> <p>6. Pilot Testing of the Validated and Finalized Assessment Tools in Learning Areas from Key Stages 1 to 3 and Core Subjects to Key Stage 4 (Memorandum-CLMD 2024 - 043) Please see the Powerpoint presentation slides for the complete data.</p>	
<p>SGOD Concerns</p>	<p>3. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor – SGOD</p> <p>1. Reported the SGOD accomplishments (based on KRAs) and concerns in the previous month. Please see the Powerpoint presentation slides for the complete data.</p> <p>2. Guidelines and Additional Information on the Implementation of the RPMS-PPST for</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>Teachers for SY 2023-2024 in View of DO 002, s. 2024 and Other Recent Issuances Please see the Powerpoint presentation slides for the complete data.</p> <p>3. DepEd Memorandum No. 013, s. 2024 Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads Please see the Powerpoint presentation slides for the complete data.</p> <p>4. Awarding of Certificates to Teachers-in Charge</p>	
OSDS Concerns Personnel Unit	<p>4. VICTORIA O. MADRIGAL Administrative Officer IV</p> <p>1. Discussed the Probationary Period on employees' appointments. Please see the Powerpoint presentation slides for the complete data.</p>	<p>1. For information dissemination, implementation and compliance</p>
OSDS Concerns Administrative Services	<p>5. JOSEFINA S. PEDROCHE Administrative Officer V</p> <p>1. Discussed the conducted Orientation Meeting of School-Based Project Development Officers I last February 5, 2024 and other related administrative services concerns</p>	<p>1. For information dissemination, implementation and compliance</p>
OSDS Concerns Budget Unit	<p>6. AREN ASTOVEZA Administrative Officer V</p> <p>1. Status of budget-related concerns as of February 27, 2024 Please see the Powerpoint presentation slides for the complete data.</p>	<p>1. For information dissemination, implementation and compliance</p>



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Closing Prayer	7. VICTORY CHRISTIAN CHURCH STA. MARIA CHAPTER	1. For information dissemination
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Having no more matters to be discussed, the meeting was adjourned at 2:30 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:

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

MARIA CELINA L. VEGA, CESO VI
Assistant Schools Division Superintendent
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**MINUTES OF THE DIVISION MANAGEMENT COMMITTEE MEETING
 OF ELEMENTARY SCHOOL HEADS**

DATE OF MEETING: February 28, 2024

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. Gregorio C. Quinto Jr., EdD	Chief EPS (CID)
3. Cecilia S. Custodio, PhD	Chief EPS (SGOD)
4. Education Program Supervisors	
5. Public Schools District Supervisors	
6. Public Elementary School Heads	
7. OSDS Section Heads	
8. SGOD Personnel	
9. Technical Working Committee Members	

PRELIMINARIES

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 -Norma P. Esteban, EdD, Schools Division Superintendent, CESO V
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	<p>be given to the schools' Parents and Teachers' Associations (PTAs) for their remarkable contribution in schools. The PTA Accomplishment and Financial Reports will be submitted to Mr. Bryan Amiel F. De Jesus, Senior Education Program Specialist.</p> <p>School heads should refrain from requiring the PTAs to donate supplies, materials and equipment to schools. Instead, plan projects that are beneficial to students, like projects that respond to school activities.</p> <p>PTA officers should conduct meetings to discuss the following topics namely: DepEd's No Collection Policy, and Field Trips</p> <p>9. A Division Ranking for Teachers-in-Charge (TICs) will be conducted on a date to be announced through a Division Memorandum that will be issued later this year. Officers-in-Charge and Teachers-in-Charge should submit letters of intent to join the said Division Ranking.</p> <p>10. MOOE Concerns on the Schools' Annual Implementation Plan Please see the Powerpoint slides for the complete data.</p>	
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	<p>Please see the Powerpoint presentation slides for the complete data.</p> <p>3. Performance Analysis of the DepEd SDO Bulacan in the 2023 NAT Grade 12 Please see the Powerpoint presentation slides for the complete data.</p> <p>4. Regional Memorandum No. 13, s. 2024 Implementation Guidelines on Strengthening Character Development Through Implementation of Edukasyon Pagpapakatao (ESP) Good Manners and Right Conduct (GMRC) and Values Education Please see the Powerpoint presentation slides for the complete data.</p> <p>5. Ways Forward Please see the Powerpoint presentation slides for the complete data.</p> <p>6. Pilot Testing of the Validated and Finalized Assessment Tools in Learning Areas from Key Stages 1 to 3 and Core Subjects to Key Stage 4 (Memorandum-CLMD 2024 - 043) Please see the Powerpoint presentation slides for the complete data.</p>	
<p>SGOD Concerns</p>	<p>3. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor – SGOD</p> <p>1. Reported the SGOD accomplishments (based on KRAs) and concerns in the previous month. Please see the Powerpoint presentation slides for the complete data.</p> <p>2. Guidelines and Additional Information on the Implementation of the RPMS-PPST for Teachers for SY 2023-2024 in View of DO</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>002, s. 2024 and Other Recent Issuances Please see the Powerpoint presentation slides for the complete data.</p> <p>3. DepEd Memorandum No. 013, s. 2024 Administration of the Fiscal Year 2023 National Qualifying Examination for School Heads Please see the Powerpoint presentation slides for the complete data.</p> <p>4. Awarding of Certificates to Teachers-in Charge</p>	
OSDS Concerns Personnel Unit	<p>4. VICTORIA O. MADRIGAL Administrative Officer IV</p> <p>1. Discussed the Probationary Period on employees' appointments. Please see the Powerpoint presentation slides for the complete data.</p>	1.For information dissemination, implementation and compliance
OSDS Concerns Administrative Services	<p>5. JOSEFINA S. PEDROCHE Administrative Officer V</p> <p>1. Discussed the conducted Orientation Meeting of School-Based Project Development Officers I last February 5, 2024 and other related administrative services concerns</p>	1.For information dissemination, implementation and compliance
OSDS Concerns Accounting Unit	<p>6. AGNES M. SEIFNEZHAD Accountant III</p> <p>1. Status of Advances for Operations for the Month of January 2024 Submitted to the DepEd Regional Officer 3 on February 7, 2024</p> <p>Please see the Powerpoint presentation slides for the complete data.</p>	1.For information dissemination, implementation and compliance
	<p>7. OPEN FORUM</p>	1.For information dissemination,



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	1. Concerns about Probationary Period on employees' Appointments and Teachers-in-Charge	implementation and compliance
Closing Remarks	<p>8. JONAR C. DAVID, PhD Public Schools District Supervisor Bocause District</p> <p>1. Greetings to all the meeting participants</p> <p>2. Sincerest thanks and appreciation to the top management for the guidance, knowledge and direction to do our jobs effectively and efficiently with a quality output.</p> <p>3. Encouraged all the school heads to continue being productive in the workplace.</p>	1. For information dissemination

Having no more matters to be discussed, the meeting was adjourned at 2:00 PM.

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

Prepared by:

Engelbert S. Dela Cruz

ENGELBERT S. DELA CRUZ
 Project Development Officer I

Reviewed by:

Cecilia S. Custodio

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

Noted by:

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

Maria Celina L. Vega
MARIA CELINA L. VEGA, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent



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