



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

May 28, 2024

DIVISION MEMORANDUM

No. **257**, 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

5. This Office announces the conduct of Division Management Committee Meeting (MANCOM) on the following schedules:

Levels	Dates	Participants
Elementary Level	June 21, 2024 at San Rafael New Municipal Gym, San Rafael, Bulacan	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	June 20, 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

6. The agenda of the meeting are as follows:
 2.1 CID Concerns
 2.2 SGOD Concerns
 6.3. OSDS Concerns
 2.4 Schools Division Superintendent/Assistant Schools Division Superintendents' Concerns



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7. Attached is the copy of the Minutes of Meeting dated February 28, 2024 for MANCOM Meeting for Elementary Schools and April 22, 2024 for MANCOM Meeting for Secondary Schools, for references.
8. There will be a registration fee of P600.00 (for elementary group) and P1,200.00 (secondary group) 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 June 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.
9. This Memorandum shall serve as the travel authority of all participants.
10. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
11. 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: 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

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: Bocaue District



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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 style="padding-left: 20px;">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>7. A copy of Certificate of Recognition shall</p>	<p>1. For information dissemination, implementation and compliance</p>
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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>	
<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 of School Year 2023-2024</p>	<p>1. For information dissemination, implementation and compliance</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 1to 3 and Core Subjects to Key Stage 4 (Memorandum-CLMD 2024 - 043) Please see the Powerpoint presentation slides for the complete data.</p>	
SGOD Concerns	<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
	7. OPEN FORUM	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:

Reviewed by:

ENGELBERT S. DELA CRUZ
 Project Development Officer I

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: April 22, 2024

TIME OF THE MEETING: 8:00 AM

VENUE OF MEETING: Villa Emmanuela Wavepool and Resort,
Poblacion, Plaridel, Bulacan

ATTENDEES:

Name	Designation
1. Norma P. Esteban, EdD, CESO V	Schools Division Superintendent
2. Maria Celina L. Vega, CESO VI	Assistant Schools Division Superintendent
3. Gregorio C. Quinto Jr., EdD	Chief EPS (CID)
4. Cecilia S. Custodio, PhD	Chief EPS (SGOD)
5. Education Program Supervisors	
6. Public Secondary School Heads	
7. Division Section Heads	
8. SGOD Personnel	
9. Technical Working Committee Members	

PRELIMINARIES

1. Singing of the National Anthem
2. Opening Prayer – Evangeline S. Cristobal, Principal IV, Calumpit National High School
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
 - Melannie T. Sangoyo, Principal IV, Sta. Lucia National High School
6. Checking of Attendance and Roll Call
 - Virginia S. San Gabriel, PhD, Principal IV, Frances National High School
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: Public Secondary Schools in the Municipality of Calumpit



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<p>OSDS Concerns</p>	<p>1. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent</p> <p>1. Assignment to School Heads: Provide the adjectives for the letters I,G,H and T of the acronym RIGHT R – Responsible I – Innovative G – H – T –</p> <p>INNOVATIVE LEADER Applying innovation in managing people; People behind great ideas; Open to suggestions by conducting meetings; and Has a good sense of communication: 1. Communication in all direction 2. Interpretation and Imagination 3. Willingness to embrace appropriately the future for simple concepts. 4. Willingness to embrace opportunities 5. Ability to show empathy</p> <p>2. Evaluation of schools for Reclass from Head Teacher VI to School Principal I Top ten (10) schools by category according to size</p> <p>3. Primary concern before the end of School Year 2024-2025</p> <p>1. May 13-17, 2024 and May 20-24, 2024 - Grade 7 MATATAG Training</p> <p>2. Performance Evaluation for Grade 7 Teachers</p> <p>3. New RQA – July 1 will be used Old RQA – May 15 will be used</p> <p>4. Transfer of teachers before the opening of classes for School Year 2024-2025</p>	<p>1. For information dissemination, implementation and compliance</p>
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	<p>5. Financial benefits of school teachers</p> <p>6. Monetization of leave credits -10 days only</p>	
<p>CID Concerns</p>	<p>2. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor - CID</p> <p>1. Third Quarter Assessment of Learners' Grades (Secondary) Please see the Powerpoint presentation slides for the complete data.</p> <p>2. Call for Application for Learning Camp Volunteers (Grades 7 and 10) Division Memorandum No. 198, s. 2024 Please see the Powerpoint presentation slides for the complete data.</p> <p>3. Updates on National Learning Camp and End of School Year Break Activities Memorandum DM-OUCT-2024-097</p> <p>The 2024 National Learning Camp Duration For EoSY Break 2024, activities in the Consolidation and Intervention Camps shall be conducted within three (3) weeks from July 1 (Monday) to July 19, 2024 (Friday)</p> <p>Other EoSY Break Activities Schools can conduct Remedial Classes for learners in Grades 4, 5, 6, 11 and 12 who did not meet expectations in one (1) or two (2) subjects in SY 2023-2024</p> <p>Early Registration Early Registration shall be conducted from April 18 to May 3, 2024 (Registration Template is in Annex 1, while the Parent's Permit is in Annex 2) Please see the Powerpoint presentation slides for the complete data.</p> <p>Adjustment in the Testing Window for the</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>Administration of the National Learning Camp Assessment (NLCA) 2024 (Regional Memorandum No. 274 s. 2024)</p> <p>Grade Level: Grades 7 and 8</p> <p>Activity: Pre-Test</p> <p>Original Testing Window: March 11 - April 12, 2024</p> <p>Extended/Adjusted Testing Window March 17-19, 2024</p> <p>Grade Level: Grades 9 and 10</p> <p>Activity: Pre-Test</p> <p>Original Testing Window: April 15 – May 17, 2024</p> <p>Extended/Adjusted Testing Window April 22-May 24, 2024</p> <p>Please see the Powerpoint presentation slides for the complete data.</p> <p>4. Schedule of NAT Administered on March 20-21, 2024 to 235 senior high schools – 77 public and 158 private senior high schools</p> <p>Feedback gathered:</p> <ol style="list-style-type: none">1. insufficient copies of testing material (test booklet and answer sheets)2. blurred printing of test booklet3. there are test takers present in Day 1 but absent in Day 2 <p>Overall, the administration of NAT</p>	
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	<p>Grade 12 is SUCCESSFUL.</p> <p>5. Updates on the MATATAG Curriculum Please see the Powerpoint presentation slides for the complete data.</p> <p>6. Phase 2 Campus Journalism Intensive Training for 2024 RSPC Delegates April 23 to 26, 2024 St. Jude College of Bulacan, Sta. Ines, Plaridel, Bulacan Please see the Powerpoint presentation slides for the complete data.</p> <p>7. Academic Excellence Medals from the Provincial Government</p> <ol style="list-style-type: none"> 1. Submit a request letter addressed to Governor Daniel R. Fernando, attention SDS Norma P. Esteban, have it marked received at the DepEd SDO Bulacan Records Unit. 2. Indicate the quantity of medals for recognition/moving – up/graduation ceremonies. 3. Indicate the school’s contact number for verification. 4. Distribution of medals is first come, first served basis Please see the Powerpoint presentation slides for the complete data. 	
<p>SGOD Concerns</p>	<p>3. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor – SGOD</p> <ol style="list-style-type: none"> 1. Reported the SGOD accomplishments (based on KRAs) and concerns in the first quarter of Calendar Year 2024 First Quarter PIR KRA 1 Support for School Management and Operations 	<p>1. For information dissemination, implementation and compliance</p>



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	<p>Objective 1 To capacitate schools and learning centers in the delivery of basic education program support services</p> <p>Objective 2 To implement and manage learner support services such as youth development, sports development, health, and nutrition, DRRM programs, and the Child-Friendly School System with emphasis on right-based education (RBE)</p> <p>KRA 2 Planning and Research Management</p> <p>Objective 1 To facilitate the preparation of the Division Education Development Plan (DEDP) and assist the schools in the preparation of responsive and BEDP-aligned School Improvement Plan (SIP), the Annual Improvement Plan (AIP)</p> <p>Objective 2 To validate, consolidate and process timely, accurate, and relevant basic education statistics for budget, planning, policy, research, and resource allocation</p> <p>Objective 3 To provide technical assistance to increase the capacity of personnel in the conduct of policy evaluation researches</p> <p>Objective 4 To provide TA in the conduct of BERF research studies</p> <p>KRA 3 Community Level Linkages and Partnerships</p> <p>Objective 1</p>	
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	<p>To capacitate schools in forging partnerships and linkages</p> <p>Objective 2 To establish and/or strengthen linkages, engagements, and partnerships with stakeholders to ensure continuous support for basic education</p> <p>Objective 3 To accept donations (e.g. equipment, tools) from program/project partners for proper utilization</p> <p>KRA 4 Human Resource Development</p> <p>Objective 1 To provide strategic direction in operationalizing the HRD system in the SDO and in the schools</p> <p>Objective 2 To establish and manage rewards and recognition system and activities in collaboration with Personnel Section</p> <p>Objective 3 To design, develop and implement timely, relevant, and responsive Professional Development Programs intended to meet the competency need of teaching and related teaching, and non-teaching personnel</p> <p>Objective 4 To assist the SDO Units/functional divisions, and schools in the development of a Performance Management monitoring and evaluation mechanism</p> <p>KRA 5 Quality Assurance</p> <p>Objective 1 To lead in ensuring the completeness of</p>	
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	<p>documents pertinent to application in the operation/establishment/conversion/closure of both public and private schools</p> <p>Objective 2 To ensure access to adequate, disaster resilient and safe buildings and ground facilities compliant to the prescribed standards</p> <p>Objective 3 To quality assure learning and development programs</p> <p>Objective 4 To ensure the continuous improvement of schools and learning centers thru School Based Management (SBM)</p> <p>Objective 5 To properly utilize/enhance existing tools and develop new tools to monitor and evaluate the implementation of approved PPAs</p> <p>Objective 6 To properly utilize/enhance existing tools and develop new tools to monitor and evaluate the implementation of approved PPAs</p> <p>KRA 6 Provision of Technical Assistance</p> <p>Objective 1 To provide technical assistance to the SDO Units/functional divisions, schools, and learning centers in relation to governance and operation</p> <p>KRA 7 Office Administration and Performance Management</p> <p>Objective 1 To establish and maintain systems and processes geared towards administrative</p>	
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	<p>effectiveness and efficiency</p> <p>Objective 2 To promote a culture of excellence, innovation, and collaboration</p> <p>Objective 3 To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs</p> <p>Please see the Powerpoint presentation slides for the complete data.</p> <p>Please see the Powerpoint presentation slides for the complete data.</p> <p>4. Awarding of Certificates to School Heads</p>	
<p>OSDS Concerns Personnel Unit</p>	<p>4. MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent</p> <p>1. Discussed the Linking Ukit Marangal to MATATAG Curriculum</p> <p>Please see the Powerpoint presentation slides for the complete data.</p>	<p>1. For information dissemination, implementation and compliance</p>
<p>OSDS Concerns Administrative Services</p>	<p>5. JOSEFINA S. PEDROCHE Administrative Officer V</p> <p>Reminder #1. Senior High School Provisional teachers who have not yet exceeded the 5-year allowable period should join the ranking for them to be included in the next CAR - RQA.</p> <p>Reminder #2. Appraisal of the 1st of two (2) Performance Ratings of all teaching and non-teaching personnel whose appointments are under probationary period per Rule V of CSC Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA).</p> <p>Announcement #1.</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>Distribution of medals from the Office of the Provincial Governor shall be “first come, first served” basis in accordance with the received date of the Records Section of the requests.</p> <p>Announcement #2. Mock test for NQESH applicants shall be conducted in May, 2024 at the venue to be announced later.</p> <p>474 applicants shall be accommodated in our Testing Center including the other SDOs within the Province of Bulacan.</p> <p>7 Secondary School Principals will serve as Room Examiners during the exam.</p> <p>Announcement #3; Memorandum DM-OUHROD-2024-0521 through Regional Memorandum No. 241, s. 2024 entitled “GUIDANCE ON THE HIRING, ASSESSMENT AND DEPLOYMENT OF SPIMS (Sa Pinas Ikaw and Ma’am at Sir) BENEFICIARIES for SY 2024-2025 (NOSCA not yet issued)”.</p> <p>Elementary -17 Secondary -11</p> <p>Announcement #4. SELECTION AND APPOINTMENT OF AND DEPLOYMENT PROCESS OF SPIMS BENEFICIARIES Please see the Powerpoint presentation slides for the complete data.</p>	
<p>OSDS Concerns Accounting Unit</p>	<p>6. AGNES M. SEIFNEZHAD Accountant III</p> <p>1. Output Indicators Number of PPAs implemented based on Work and Financial Plan</p> <p>Mandatory deductions are remitted promptly.</p>	<p>1.For information dissemination, implementation and compliance</p>



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	<p>Number of financial reports submitted timely and accurately to the appropriate office.</p> <p>Please see the Powerpoint presentation slides for the complete data.</p>	
Closing Remarks	<p>7. NANCYLITA C. CUBOL School Principal IV President, Bulacan PSSPA</p> <ol style="list-style-type: none"> Greetings to all the meeting Participants 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. Let us all be productive and efficient in the workplace. 	<p>1. For information dissemination</p>

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:

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



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