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

July 15, 2024

DIVISION MEMORANDUM

No. 305 , 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	July 25, 2024 at Hiyas ng Bulacan Pavilion, 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	July 24, 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

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 June 21, 2024, for MANCOM Meeting of Elementary Schools and June 20, 2024, for MANCOM Meeting of Secondary Schools, for references.
4. 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 July 22, 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 SECONDARY SCHOOL HEADS**

DATE OF MEETING: June 20, 2024
TIME OF THE MEETING: 8:00 AM
VENUE OF MEETING: St. Franz Pavilion, Plaridel, Bulacan
ATTENDEES:

Name	Designation
1. Norma P. Esteban, EdD, CESO V	Schools Division Superintendent
2. Atty. Bryan M. Santos	OIC- 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. Division Section Heads	
7. SGOD Personnel	
8. Technical Working Committee Members	

PRELIMINARIES

- Singing of the National Anthem
- Opening Prayer – Geraldine F. Nogoy
- Recitation of the DepEd Vision and Mission, and Quality Policy Statement
- Singing of the DepEd Bulacan March
- Discussion of the Division MANCOM Meeting’s House Rules
- Checking of Attendance – Joy Franklin F. Catimbang
- 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
- Host EDDIS: EDDIS III – Master of Ceremonies – Mark Lee C. Sarmiento

OSDS Concerns	1. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent	1. For information dissemination, implementation and compliance
	<ol style="list-style-type: none"> On the next meeting, attendance will be checked by the ASDS, as well as the declaration of the quorum and the approval of the meeting. This will take effect on July’s MANCOM. The SDS will give her welcome remarks. As reiterated in the last MANCOM meeting, school heads were given 	



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	<p>assignment to provide adjectives for the acronym RIGHT.</p> <p>As per SDS, these letters stand for</p> <ul style="list-style-type: none">R - RightI - Innovative LeadersG - Good managerH -T - <p>The remaining adjectives will be provided on the next meeting. These will also be the school heads' assignment.</p> <p>Sharing of the SDS</p> <p>Practices to be a good manager:</p> <ul style="list-style-type: none">a. Be aware of strengths and weaknessesb. Tailor to individual learning stylesc. Listen to and connect with employeesd. Plan ahead and anticipate employee growthe. Show appreciation and recognize achievementsf. Pursue and share knowledgeg. Provide employees with the necessary skills, knowledge, and supporth. Know when and how to delegate responsibilitiesi. Determine the best methods for motivationj. Create a consistent culturek. Consider the individual <p>What skills do leaders need?</p> <ul style="list-style-type: none">a. Communication Skillsb. Organization Skillsc. Leadership Skillsd. Teamwork Skills <p>Signs of inefficient management</p> <ul style="list-style-type: none">a. favoritismb. lack of communicationc. indecisive leadership <p>Observations of the SDS</p>	
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	<ul style="list-style-type: none">a. request on correction of learners' information in their name, birth date, birthplace and the likeb. no complaint received for teacher's uninterrupted vacationc. bills that are not yet liquidated, if dues cannot be settled on time, settle it on the next month	
SGOD Concerns	<p>2. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor – SGOD</p> <ul style="list-style-type: none">1. Awarding of Certificates for Pre – CLRAA Hosting/Venues assisted by Dr. Jay-Arr Tayao2. DepEd Order No. 7, s. 2024<ul style="list-style-type: none">a. SBM System – policies, guidelinesb. SBM Conceptual Framework- Plan, Act, Assessc. Self-Assessment and Technical Assistance Calendar3. DO No. 008, s. 2024 on the Opening and Closing of Classes (July 29, 2024 – April 15, 2025)4. DO No. 73, s. 2006 on the Child-Friendly School System (CFSS) at the Elementary and Secondary Schools levels5. Preparation for Brigada Eskwela on July 22-27, 2024.6. Dr. Jay-Arr Tayao discussed the Child-Friendly School System (CFSS) tool which include:<ul style="list-style-type: none">a. participationb. health and well-beingc. safe and protective spacesd. enrollment and completione. academic achievement and successf. teachers' morale and motivationg. community support for education	<ul style="list-style-type: none">1. For information dissemination, implementation and compliance



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	<p>- Self assessment of school will be done before its validation</p> <p>7. Reminders on the utilization of Sports Manuals which were given to schools as part of the continuous sports program implementation</p> <p>Announcement was made by Sir Bryan Amiel de Jesus, SEPS – SMN, that there will be donation of 1 storey building with 2 classrooms.</p>	
CID Concerns	<p>3. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor – CID</p> <p>1. School-Based Training of Teachers on the MATATAG Curriculum for Kindergarten, Grades 1, 4, and 7 (July 2 -6, 2024)</p> <ul style="list-style-type: none">- Attendance is done daily.- Teacher is allowed to attend one training only. <p>2. National Learning Camp Activities and Other End-of-School Year Break Activities (July 1-19, 2024) per DepEd Order No. 14, s. 2023</p> <p>3. Updates on Tara Basa Tutoring Program</p> <p>4. Classification of Learners' Grades in the Fourth Grading Period, SY 2023-2024 as basis for identifying strengths and weaknesses and results can be used for enhancement lessons preparations</p> <p>5. Qualifiers of Science, Technology, and Engineering (STE) Program (Memorandum No. 198, s. 2024) – 17 Secondary Schools</p> <ul style="list-style-type: none">- Look for teachers who are qualified to teach <p>6. Participation to the National Schools Press Conference on July 9-13, 2024 @ Cebu City, Cebu</p> <p>7. Participation to the National Festival of Talents on July 9- 13, 2024 @ Naga City, Cebu</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>8. Memorandum Circular No. 52, s. 2024 – Recital of Bagong Pilipinas Hymn and Pledge during Monday School Flag Raising and Friday Flag Lowering Ceremonies * Please see the Powerpoint presentation slides for the complete data.</p>	
ASDS Concerns	<p>4. ATTY. BRYAN M. SANTOS – OIC- Assistant Schools Division Superintendent</p> <p>1. The Parliamentary Procedure will be observed next management committee meeting.</p> <ul style="list-style-type: none">• Roll Call to be done by ASDS/PSDS – Eddis Chair will be called• Call to Order and the Readings of the previous minutes of meeting to be done by ASDS• Minutes of the Meeting will be reviewed first• Call for quorum to be done by ASDS• Call to Order will be approved by SDS, Dr. Norma P. Esteban, CESO V <p>2. Phase III: Performance Review and Evaluation</p> <p>- Validation and Evaluation of Elementary and Secondary School Heads' Office Performance Commitment and Review Form - Schedule/Timeline was presented For Elementary and Secondary Levels:</p> <p>June 28, 2024 – Meeting of the members of the validating and evaluating teams (PSDSes, EPSes, SEPSes and EPSes II of the SGOD and concerned unit heads of the OSDS) during the conference meeting on TA Provision at Guiguinto District Hall, Guiguinto, Bulacan</p> <p>July 15- 26, 2024 – Validation and evaluation of documents by the teams</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>July 31, 2024 – Submission of validated 2 copies of the OPCRf with initials/signatures of the members of the validating team to the Office of the ASDS in-charge (EDDIS I, III, and V for ASDS Maria Celina L. Vega, CESO V and EDDIS II, IV, and VI for ASDS Atty Bryan M. Santos, CESE)</p> <p>Elementary – District Consolidated Secondary – EDDIS Consolidated</p> <p>3. Procedure/Process of Presentation of OPCRf</p> <ol style="list-style-type: none">magazine typeprepare a 5-minute powerpoint presentationunique style of presentation <p>4. Observation of Bagong Pilipinas Hymn and Bagong Pilipinas Pledge must be sung and recited during Monday School Flag Raising and Friday Flag Lowering Ceremonies under the Memorandum Circular No. 52, s. 2024</p> <p>* Please see the Powerpoint presentation slides for the complete data.</p>	
Agreement	<ol style="list-style-type: none">School heads shall provide the remaining ACRONYM for RIGHT person.Affidavit of Undertaking among enrollees must be secured by the school heads if there are no scholastic documents presented during the enrolment.Teaching loads of teachers must be checked by the education program supervisors, ALAGA district.Commitment of OPCRf among school heads shall be prepare once additional guidelines be issued from the CO.	1.For information dissemination, implementation and compliance



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	<p>5. No available fund for NLC, school heads will print the learning materials for the 1st week until the fund is available.</p> <p>6. 201 file/documents must be completed by the teacher-applicants as preparation for hiring processes.</p> <p>7. Service credits shall be given among teachers who will attend the MATATAG training. Also, teachers who shall render services on or before July 29, 2024 will be given service credits upon the approval of the request of the school heads.</p>	
Closing Remarks	5. NANCYLITA C. CUBOL, PhD School Principal IV/BPSSHA President	1. For information dissemination

Having no more matters to be discussed, the meeting was adjourned at 3:00 PM.

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

Prepared by:

MA. JESUSA V. PAMPILON
EPS II- SMN

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 ELEMENTARY SCHOOL HEADS**

DATE OF MEETING: June 21, 2024
TIME OF THE MEETING: 8:00 AM
VENUE OF MEETING: San Rafael New Municipal Gym San Rafael, 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. Public Schools District Supervisors	
6. Division Section Heads	
7. SGOD Personnel	
8. Technical Working Committee Members	

PRELIMINARIES

1. Singing of the National Anthem
2. Opening Prayer – Josefina Q. Cruz, PhD
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 – Bustos – Masters of Ceremonies – Dr. Oliver P. Lopez and Jocelyn P. Beltran

OSDS Concerns	1. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent	1. For information dissemination, implementation and compliance
	<ol style="list-style-type: none"> 1. On the next meeting, attendance will be checked by the ASDS, as well as the declaration of the quorum and the approval of the meeting. This will take effect on July’s MANCOM. The SDS will give her welcome remarks. 2. As reiterated in the last MANCOM meeting, school heads were given 	



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	<p>assignment to provide adjectives for the acronym RIGHT. As per SDS, these letters stand for R - Right I - Innovative Leaders G - Good manager H - T -</p> <p>The remaining adjectives will be provided on the next meeting. These will also be the school heads' assignment.</p> <p>Sharing of the SDS Practices to be a good manager: a. Be aware of strengths and weaknesses b. Tailor to individual learning styles c. Listen to and connect with employees d. Plan ahead and anticipate employee growth e. Show appreciation and recognize achievements f. Pursue and share knowledge g. Provide employees with the necessary skills, knowledge, and support h. Know when and how to delegate responsibilities i. Determine the best methods for motivation j. Create a consistent culture k. Consider the individual</p> <p>What skills do leaders need? a. Communication Skills b. Organization Skills c. Leadership Skills d. Teamwork Skills</p> <p>Signs of inefficient management a. favoritism b. lack of communication c. indecisive leadership</p> <p>Observations of the SDS</p>	
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	<p>7. Reminders on the utilization of Sports Manuals which were given to schools as part of the continuous sports program implementation</p>	
CID Concerns	<p>3. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor – CID</p> <p>1. School-Based Training of Teachers on the MATATAG Curriculum for Kindergarten, Grades 1, 4, and 7 (July 2 -6, 2024) - Attendance is done daily. - Teacher is allowed to attend one training only.</p> <p>2. National Learning Camp Activities and Other End-of-School Year Break Activities (July 1-19, 2024) per DepEd Order No. 14, s. 2023</p> <p>3. Updates on Tara Basa Tutoring Program</p> <p>4. Classification of Learners' Grades in the Fourth Grading Period, SY 2023-2024 as basis for identifying strengths and weaknesses and results can be used for enhancement lessons preparations</p> <p>5. Qualifiers of Science, Technology, and Engineering (STE) Program (Memorandum No. 198, s. 2024) – 17 Secondary Schools - Look for teachers who are qualified to teach</p> <p>6. Participation to the National Schools Press Conference on July 9-13, 2024 @ Cebu City, Cebu</p> <p>7. Participation to the National Festival of Talents on July 9- 13, 2024 @ Naga City, Cebu</p> <p>8. Memorandum Circular No. 52, s. 2024 – Recital of Bagong Pilipinas Hymn and Pledge during Monday School Flag Raising and Friday Flag Lowering Ceremonies * Please see the Powerpoint presentation slides for the complete data.</p>	<p>1. For information dissemination, implementation and compliance</p>



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ASDS Concerns	<p>4. MARIA CELINA L. VEGA, CESO VI - Assistant Schools Division Superintendent</p> <p>1. The Parliamentary Procedure will be observed next management committee meeting.</p> <ul style="list-style-type: none">• Roll call to be done by ASDS/PSDS – District Chair will be called• Call to Order and the Readings of the previous minutes of meeting to be done by ASDS• Minutes of the Meeting will be reviewed first• Call for quorum to be done by ASDS• Call to Order will be approved by SDS, Dr. Norma P. Esteban, CESO V <p>2. Discussion of Enclosure No. 2 to Division Memo No. 277, s. 2024 on the validation and evaluation of OPCRf</p> <p>a. magazine type</p> <ul style="list-style-type: none">- no prototype template- Key Result Areas, Objectives, and Accomplishments must be supported by data and reports <p>b. prepare a 5-minute powerpoint presentation</p> <ul style="list-style-type: none">-highlight on KRAs- may assign IT to observe the 5-minute presentation <p>c. unique style of school heads in the presentation</p> <ul style="list-style-type: none">- materials to be used may also be displayed in the office- PSDS shall validate with the different unit heads which is the composition of the team- open for clarification in terms of scores- venue is to be announced as identified by the PSDS in charge in the elementary level and EDDIS chairs in the secondary level <p>* Please see the Powerpoint presentation slides for the complete data.</p>	1. For information dissemination, implementation and compliance
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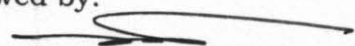
Agreement	<ol style="list-style-type: none"> 1. School heads shall provide the remaining ACRONYM for RIGHT person. 2. Affidavit of Undertaking among enrollees must be secured by the school heads if there are no scholastic documents presented during the enrolment. 3. Teaching loads of teachers must be checked by the education program supervisors, ALAGA district. 4. Commitment of OPCRIF among school heads shall be prepare once additional guidelines be issued from the CO. 5. No available fund for NLC, school heads will print the learning materials for the 1st week until the fund is available. 6. 201 file/documents must be completed by the teacher-applicants as preparation for hiring processes. 7. Service credits shall be given among teachers who will attend the MATATAG training. Also, teachers who shall render services on or before July 29, 2024 will be given service credits upon the approval of the request of the school heads. 	1. For information dissemination, implementation and compliance
Closing Remarks	5. PRISCILLA SM. NAVARRO, EdD Public Schools District Supervisor, Bustos District	

Having no more matters to be discussed, the meeting was adjourned at 3:00 PM.
 -----Nothing Follows-----

Prepared by:

MA. JESUSA V. PAMPILON
 EPS II- SMN

Reviewed by:


CECILIA S. CUSTODIO, PhD.
 Chief Education Program Supervisor - SGOD

Noted by:

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



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