



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

July 16, 2024

DIVISION MEMORANDUM

No. 306, s. 2024

To: Assistant Schools Division Superintendents  
Division Chiefs (SGOD and CID)  
Unit Heads  
Public Elementary School Heads/Principals  
Accounting and Budget Unit Personnel  
Administrative Assistant III and Administrative Officer II Concerned  
All Others Concerned

**Project MACE (M-entoring, A-dopting, C-apacity Building, E-mpowering) for ADAS III and AOII on Budget and Accounting Process**

1. This Office announces the conduct of the Implementation of **Project MACE (M-entoring, A-dopting, C-apacity Building, E-mpowering)** for Administrative Assistants III and Administrative Officers II on July 17-18, 2024, starting 8:30 onwards at Sitio Lucia Resort Hotel and Training Center, Fidel De Jesus St., Pulong Buhangin, Sta. Maria, Bulacan.
2. The objectives of this activity are:
  - a. To provide an orientation on the ADASes in the new processes in the Budget, Accounting, and Cashier Unit
  - b. To quip the participants on the updates on the updates about fund utilization, taxation, and other financial management matters.
3. Attached herewith are

a.	Enclosure no. 1 - List of Participants to the said activity
b.	Enclosure no. 2 - List of Presenters in the Simulation
c.	Enclosure no. 3 - Template of Reports to be presented by the assigned presenters
d.	Enclosure no. 4 - Program of Activity
4. All presenters are required to choose among the respective schools within their districts and report the actual accomplishments of projects, programs, and activities from January to June 2024. This shall include the comparison of budget allocation based on their approved Annual Implementation Plan and Actual Disbursements for the period.
5. Meals and accommodation of all the participants are to be charged against the Division MOOE. The transportation of participants from the SDO is to be charged against the Division MOOE while the transportation of the other



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

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participants is to be charged against their respective school MOOE subject to the usual accounting and auditing rules and regulations.

6. 100% attendance of all concerned in required.
7. If in case the participant cannot attend, he/she shall be represented by another non-teaching personnel from the same school.
8. This Memorandum serves as the Travel Authority of the participants.
9. Immediate and wide dissemination of this Memorandum is desired.

Accounting Unit  
July 16, 2024

  
NORMA F. ESTEBAN, EdD., CESO VI  
Schools Division Superintendent

7784 V/H



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

Enclosure No. 1 to Division Memorandum no. noss. 2024

	<b>POSITION/STATION</b>	<b>NAME</b>	<b>Day 1</b>	<b>Day 2</b>
1	Division Accountant	Agnes M. Seifnezhad, CPA	/	/
2	Budget Officer	Alvin V. Suriben	/	/
3	ADAS III from Accounting Unit	Sheryl A. dela Peña	/	/
4	ADAS III from Accounting Unit	Arlene B. Caparas	/	/
5	ADAS III from Accounting Unit	Claire C. de Jesus	/	/
6	ADAS III from Accounting Unit	Dan Harvey D. Castro	/	/
7	ADAS III from Accounting Unit	Richard P. Tiongson	/	/
8	ADAS III from Accounting Unit	Noel A. Salcedo		/
9	ADAS III from Accounting Unit	Ronalyn G. Paulino		/
10	Admin Staff from Accounting	Toby C. Alejandro	/	
11	Admin Staff from Accounting	Ma. Josefina B. Alincaestre	/	
12	Admin Staff from Accounting	Maria Perpetua B. Perez	/	
13	Admin Staff from Accounting	Mary Joy M. Delmoro	/	
14	ADAS II from Accounting	Maricris B. Isip		/
15	Admin Staff from Accounting	Rosalyn B. dela Cruz		/
16	ADAS I from Budget Unit	Maria Angela Dionisio	/	
17	ADAS III from Budget Unit	Bianca C. Borlongan	/	/
18	ADAS III from Budget Unit	Yaneleen Nicolas	/	/
19	EDDIS 1 Head, Senior Bookkeeper from Caniogan High School and Sto. Niño HS	Ray Angelo G. Zialcita	/	/
20	ADAS III from Bulakan District, Gen. Gregorio del Pilar IS	Beverly Joy Fabian Aquino	/	/
21	ADAS III from Calumpit North	Maria Corazon M. Galang	/	/
22	ADAS III from Calumpit South	Coleen Joyce Casimiro	/	/
23	ADAS III from Hagonoy East	Geronimo R. de Lara	/	/



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

24	ADAS III from Hagonoy East	Milyn G. Mendiola	/	/
25	ADAS III from Hagonoy West	Juaymah C. Bondoc	/	/
26	ADAS III from Hagonoy West	Shirly A. Cruz	/	/
27	ADAS III from Paombong	Rowena Arizapa	/	/
28	ADAS III from Paombong	Jaily Jessica A. Cerdena	/	/
29	ADAS III from Pulilan	Rica A. Albia	/	/
30	ADAS III from Pulilan	Maricel G. Baltazar	/	/
31	EDDIS 2 Head, Senior Bookkeeper from JJ Vistan HS	Regielyn B. Nava	/	/
32	ADAS III from Bustos	Julieta V. Angeles	/	/
33	ADAS III from Plaridel	Marivic C. Cerbito	/	/
34	ADAS III from Plaridel	Teddidiah G. Villanueva	/	/
35	EDDIS 3 Head, Senior Bookkeeper from Carlos F. Garcia NHS	Karen Joy V. Cruz	/	/
36	AO II from DRT	Armel Joseph Leano Anillo	/	/
37	AO II from DRT, Esteban Paulino HS	Gilbert SG. Santos	/	/
38	ADAS III from San Ildefonso North	Celeste G. Ga	/	/
39	ADAS III from San Ildefonso South	Luisito M. Gomez	/	/
40	ADAS III from San Ildefonso South	Ivy T. Jose	/	/
41	AO II from San Miguel North	Adrian Paul L. Anillo	/	/
42	AOII from San Miguel North	Shaira Mae C. Ariz	/	/
43	AO II from San Miguel Central	Lariza SM. Lising	/	/
44	ADAS III from San Miguel South	Maripas M. Francisco	/	/
45	ADAS III from San Miguel South	Suzette B. Ligon	/	/
46	ADAS III from San Rafael East	Catherine DC. Corpuz	/	/
47	AO II from San Rafael West	Mayreen S. Buenaventura	/	/
48	EDDIS 4 Head, Senior Bookkeeper from Prenza NHS	Ellen M. Marcelo	/	/
49	ADAS III from Marilao North, Heritage Homes IS	Angelito R. Gino Cruz	/	/
50	ADAS III from Marilao South, Marilao CIS	Marian P. Manzo	/	/
51	ADAS III from Obando District	Reinalsol A. de Armas	/	/
52	EDDIS 5 Head, Senior Bookkeeper from F.C. Lipana HS and Tiaong NHS	Melody C. Morante	/	/



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

53	ADAS III from Balagtas, Gat. Francisco Balagtas HS	Paul John P. Viri	/	/
54	AOII from Bocaue	Danica S. Garcia	/	/
55	ADAS III from Guiguinto	Marcos O. Manio	/	/
56	ADAS III from Pandi North	Lyka Stephanie R. Santos	/	/
57	ADAS III from Pandi North, Mapulang Lupa HS	Engel Bert A. Torres	/	/
58	ADAS III from Pandi South	Reynaldo R. Santos	/	/
59	EDDIS 6 Head, Senior Bookkeeper from Binagbag HS	Iileen B. Marquez	/	/
60	ADAS III from Angat	Darius B. Sarmiento	/	/
61	ADAS III from Norzagaray East, NPC HS	Philip Andrew S. Tan	/	/
62	ADAS III from Norzagaray West	Sheryl C. Cruz	/	/
63	ADAS III from Norzagaray West	Christopher Legaspi	/	/
64	ADAS III from Sta. Maria East	Ronaldo C. Mosquera	/	/
65	ADAS III from Sta. Maria West, M. Sapa HS/ FF Halili NAS Annex	Teodora M. Garrido	/	/
66	ADAS III from Sta. Maria Central	Marianne S. Poblete	/	/
67	Concurrent Budget Officer and Accountant of SDO Baliwag, AOII from Dr. Guillermo dela Merced Memorial School	Dan Louis M. Ignacio	/	/
68	ADAS III from Baliwag North, SHS within Virgen delas Flores ES	Rachelle M. Taguiam	/	/
69	ADAS III from Baliwag South	Carolina C. Mora	/	/
70	ADAS III from Baliwag South	Miguelito D. Rapsing	/	/
71	AO II from Pulilan	Paolo J. Suarez	/	/
72	AO II from Pulilan	Jan Anthony A. Banag	/	/
73	ADAS III from Plaridel	Catherine Ann C. Siñeres	/	/
74	AO II from Bocaue	Jeremy Jane L. Nicolas	/	/
75	AO II from Plaridel	John T. Santiago	/	/
76	AO II from Sta. Maria West	Louie Syron DC. Ibal	/	/
77	AO II from Bustos	Alvin S. Cruz	/	/
78	AO II from Guiguinto	Maria Diana O. Villanueva	/	/



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

79	ADAS II from Paombong, Kapitangan NHS	Darwin Joseph D. Panganiban	/	/
80	ADAS II from San Rafael West, Lydia D. Villangca TS	Larisse L. Jose	/	/
81	AO II from Norzagaray West	Kelvin L. Gener	/	/
82	AO II from DRT	Aljon Joseph C. Tolentino	/	/
83	AO II from Pandi North	Lea D. Nerza	/	/
84	ADAS II from Paombong	Jonalyn R. Puno	/	/
85	AOII from Bulakan	Ercelyn S. San Miguel	/	/
86	ADAS II from Calumpit North, San Miguel-Meysulao HS	Ronamina T. Santos	/	/
87	ADAS II from DRT, Sapang Bulac HS	Rose Ann C. Santos	/	/
88	ADAS II from San Ildefonso North	Mariejoy I. Igna	/	/
89	ADAS II from Sta. Maria Central	Jamira Ann M. Alonzo	/	/
90	ADAS II from Paombong	Jonalyn R. Puno	/	/
91	AO II from DRT	Mario C. Eugenio	/	/
92	AO II from Baliwag South	Aira May-An M. Cruz	/	/
93	ADAS II from Angat	Gerardo V. Paguiligan	/	/
94	ADAS II from Plaridel	Lailani C. Pascua	/	/
95	AO II from Plaridel	John T. Santiago	/	/
96	ADAS II from Bustos	Alvin S. Cruz	/	/
97	ADAS II from Obando	Desiree E. Pangcoy	/	/
98	ADAS II from Norzagaray West	Robert Jonnydel M. Rayo	/	/
99	ADAS II from San Ildefonso North	Mariejoy I. Igna	/	/
100	ADAS II from Sta. Maria Central	Jamira Ann M. Alonzo	/	/
101	ADAS II from Paombong	Jonalyn R. Puno	/	/
102	AOII from DRT	Mario C. Eugenio	/	/
103		Nurse	/	/
104		Nurse	/	/
105		Monitoring and evaluation team		/
	<b>TOTAL</b>		<b>100</b>	<b>100</b>



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

Enclosure no. 2. List of Presenters in the Simulation

<b>1:15pm to 5:00pm of Day 1, July 17, 2024</b>	
Bulakan	Beverly Joy Fabian Aquino
Calumpit North	Maria Corazon M. Galang
Calumpit South	Coleen Joyce Casimiro
Hagonoy East	Geronimo R. de Lara
Hagonoy West	Juaymah C. Bondoc
Paombong	Jaily Jessica A. Cerdeña
Pulilan	Rica A. Albia
Bustos	Julieta V. Angeles
Plaridel	Marivic C. Cerbito
Baliwag North	Rachel M. Taguiam
Baliwag South	Miguelito D. Rapsing
Angat	Darius B. Sarmiento
Norzagaray East	Philip Andrew S. Tan
Norzagaray West	Sheryl C. Cruz
Sta. Maria Central	Jamira Ann M. Alonzo
Sta. Maria East	Ronaldo E. Mosquera
Sta. Maria West	Teodora M. Garrido
GTO Voc Tech - Annex	Maria Diana O. Villanueva
Kapitangan NHS	Darwin Joseph D. Panganiban
San Miguel Meysulao HS	Ronamina T. Santos
<b>9:00am to 12:00noon of Day 2, July 18, 2024</b>	
DRT	Aljon Joseph C. Tolentino
San Ildefonso North	Mariejoy I. Igna
San Ildefonso South	Ivy T. Jose
San Miguel Central	Lariza SM. Lising
San Miguel North	Shaira Mae C. Ariz
San Miguel South	Suzette B. Ligon
San Rafael East	Catherine DC. Corpuz
San Rafael West	Mayreen S. Buenaventura
Marilao North	Angelito R. Gino Cruz
Marilao South	Marian P. Manzo
Obando	Reinalsol A. de Armas



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

Balagtas	Paul John P. Viri
Bocaue	Danica S. Garcia
Guiguinto	Marcos O. Manio
Pandi North	Lyka Stephanie R. Santos
Pandi South	Reynaldo R. Santos
FF Halili NAS Annex	Louie Syron DC. Ibal
Dr. Pablito V. Mendoza SHS	Alvin S. Cruz





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

Enclosure no. 3 – Sample Template of Reports to be presented by the assigned presenters

	<b>InSET PPAs of CID in the 1<sup>st</sup> to 2<sup>nd</sup> Quarter (based on Annual Implementation Plan)</b>	<b>ALLOCATED</b>	<b>OBLIGATED</b>	<b>DISBURSED</b>	<b>Remarks</b>
1	Division Training Workshop in the Different Approaches and Strategies in Teaching 21 <sup>st</sup> Century Skills in AP	632,000	586,500	586,500	Paid to CKC Catering Services
2	Division Training on Workshop on Numeracy Through Innovative Approaches and Strategies in Teaching Math on Grade 1-7 Teachers	401,420	379,620	379,620	Paid to Jest Trading
3	Capacity Building for Non-Major Teachers in ESP on Content and Pedagogy on PPAs Geared Towards Values Recovery (Jan. 2024)	458,850	438,150	438,150	Paid to CKC Catering Services
4	Pagtuturo ng Pedagogiya at Konteksto ng Filipino sa mga Filipino Non-Major ng JHS at SHS	302,000	288,750	288,750	Paid to Luckyhands Food Products Trading
5	Upskilling of Elementary and Secondary Teachers in MAPEH	960,000	959,400	959,400	Paid to Luckyhands Food Products Trading
6	Upskilling of Elementary and Secondary Teachers in MAPEH	240,000	190,000	190,000	Paid to Luckyhands Food Products Trading
7	Pangsangay na Pagsasanay sa Pagtuturo ng Panimulang Pagbasa sa Struggling Readers sa Baitang 7 at 8	334,000	309,600	309,600	Paid to Paradise Resort & Hotel Inc
	<b>7 out of 7 PPAs of CID in the 1<sup>st</sup> to 2<sup>nd</sup> Quarter charged to InSET Funds</b>	<b>3,328,270</b>	<b>3,152,020</b>	<b>3,152,020</b>	<b>Total savings of P176,250</b>



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

	<b>MOOE PPAs of CID in the 1<sup>st</sup> to 2<sup>nd</sup> Quarter (based on Annual Implementation Plan)</b>	<b>ALLOCATED</b>	<b>OBLIGATED</b>	<b>DISBURSED</b>	<b>Remarks on ACTUAL</b>
1	Division Training Workshop on Enhancing the Competencies of EPP/TVE/TVL Futuristic Teachers Through Artificial Intelligence	375,000	356,250	356,250	Paid to Luckyhands Food Products Trading
2	launching and demonstration of project D'CREAMS	94,400	94,400	94,400	Paid to CKC Catering Services
3	<b>Travel Expenses</b> (11 EPSes x 12 x 6,000 x 12 33 PSDSes x 3,000 x12)	990,000	850,505.28	850,505.28	Ledger of reimbursements for traveling expenses is available for validation
4	<b>Communication Allowance</b> 11 EPS x 800 x 12 months = 105,600 33 PSDS x 800 x 12 = 316,800 CID Chief x 3000 x 12 = 36,000.00	229,600	126,095	126,095	Ledger of reimbursements for communication expenses is available for validation
	<b>4 out of 4 PPAs of CID in the 1<sup>st</sup> to 2<sup>nd</sup> Quarter charged to MOOE</b>	<b>1,689,000</b>	<b>1,427,250.28</b>	<b>1,428,250.28</b>	



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

Enclosure no. 4. Program of Activity

<b>DAY 1</b>																		
<b>PROGRAM PROPER</b>																		
8:30am to 9:00am (30 mins.)	Opening Prayer	Arlene B. Caparas <i>Administrative Assistant III</i> <i>Emcee</i>																
	Philippine National Anthem																	
	DepEd Bulacan Hymn																	
	Checking of attendance and Ice Breaker	Maria Perpetua B. Perez <i>Admin Staff</i>																
	Opening Remarks	Norma P. Esteban, EdD., CESO V <i>Schools Division Superintendent, SDO Bulacan</i>																
<b>ORIENTATION/WORKSHOP PROPER</b>																		
<b>BUDGETING PROCESS</b>																		
<b>Schedule</b>	<b>Topics</b>	<b>Resource Person</b>																
	Overview of the Financial Planning and Monitoring of the Implementation of Programs, Projects, and Activities as to Fund Allocation, Amount Obligated, and Amount	Agnes M. Seifnezhad, CPA <i>Division Accountant</i>																
	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">A</td> <td>Regular MOOE Fund</td> </tr> <tr> <td></td> <td>-Project Proposal</td> </tr> <tr> <td></td> <td>-BED 3</td> </tr> <tr> <td></td> <td>-Work and Financial Plan</td> </tr> <tr> <td></td> <td>-Annual Implementation Plan</td> </tr> <tr> <td></td> <td>-Annual Procurement Plan</td> </tr> <tr> <td style="text-align: center;">B.</td> <td>Special/Downloaded Funds (SBFP, DRRM, Gulayan sa Paaralan, Program Support Funds like Madrasah, NLC, SPED, etc.)</td> </tr> <tr> <td style="text-align: center;">C.</td> <td>Terminal Leave Benefits (Optional and Mandatory)</td> </tr> </table>	A	Regular MOOE Fund		-Project Proposal		-BED 3		-Work and Financial Plan		-Annual Implementation Plan		-Annual Procurement Plan	B.	Special/Downloaded Funds (SBFP, DRRM, Gulayan sa Paaralan, Program Support Funds like Madrasah, NLC, SPED, etc.)	C.	Terminal Leave Benefits (Optional and Mandatory)	Alvin V. Suriben <i>Budget Officer</i>
A	Regular MOOE Fund																	
	-Project Proposal																	
	-BED 3																	
	-Work and Financial Plan																	
	-Annual Implementation Plan																	
	-Annual Procurement Plan																	
B.	Special/Downloaded Funds (SBFP, DRRM, Gulayan sa Paaralan, Program Support Funds like Madrasah, NLC, SPED, etc.)																	
C.	Terminal Leave Benefits (Optional and Mandatory)																	
10:30am to 10:45am (15 mins.)	<b>HEALTH BREAK</b>																	
10:45am to 12:00 noon	Simulation/Workshop on Preparation of BED 3, WFP, AIP, APP	SDO Budget Unit  (1 hr. and 15 mins.)																
12:00nn to 1:00pm	<b>LUNCHBREAK</b>																	
1:00pm to 1:15pm	<b>ICE BREAKER</b>	Maria Perpetua B. Perez <i>Admin Staff</i>																
1:15pm to 5:00pm	Presentation of outputs per District	<b>PANEL OF REACTORS</b> Agnes M. Seifnezhad, CPA																



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

	<p><b>EDDIS 1: 7 Districts</b>                  Bulakan                  Calumpit North                  Calumpit South                  Hagonoy East                  Hagonoy West                  Paombong                  Pulilan</p> <p><b>EDDIS 2 and SDO Baliwag: 4 Districts</b>                  Bustos                  Plaridel                  Baliwag North                  Baliwag South</p> <p><b>EDDIS 6: 6 Districts</b>                  Angat                  Norzagaray East                  Norzagaray West                  Sta. Maria Central                  Sta. Maria East                  Sta. Maria West</p> <p><b>5 from select non-implementing units - JHS</b></p>	<p style="text-align: center;"><i>Division Accountant</i></p> <p style="text-align: center;">Alvin V. Suriben <i>Budget Officer</i></p> <p style="text-align: center;"><b>TEAM LEADERS:</b>                  Ray Angelo G. Zialcita -EDDIS 1                  Regielyn B. Nava - EDDIS 2                  Iileen B. Marquez - EDDIS 6                  Dan Louis M. Ignacio - SDO Baliwag</p>
6:00pm – 7:00pm	<b>DINNER</b>	
7:00om – 9:00pm	Socialization	
<b>DAY 2</b>		
8:30am to 9:00am (30 mins.)	Prayer Nationalistic Song DepEd Bulacan Hymn Checking of attendance and Ice Breaker	Arlene B. Caparas <i>Administrative Assistant III</i> Emcee
9:00am to 12:00noon	Continuation of Presentation of Outputs per District <b>EDDIS 3: 8 Districts</b> DRT San Ildefonso North San Ildefonso South San Miguel Central San Miguel North San Miguel South San Rafael East San Rafael West	<p style="text-align: center;"><b>PANEL OF REACTORS</b>                  Agnes M. Seifnezhad, CPA  <i>Division Accountant</i></p> <p style="text-align: center;">Alvin V. Suriben <i>Budget Officer</i></p> <p style="text-align: center;"><b>TEAM LEADERS:</b>                  Karen Joy V. Cruz – EDDIS 3                  Ellen M. Marcelo – EDDIS 4                  Melody C. Morante – EDDIS 5</p>



**Address:** Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
**Website:** <https://bulacandeped.com>  
**Email:** [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



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

	<p><b>EDDIS 4: 3 Districts</b>                  Marilao North                  Marilao South                  Obando</p> <p><b>EDDIS 5: 5 Districts</b>                  Balagtas                  Bocaue                  Guiguinto                  Pandi North                  Pandi South</p> <p><b>2 from select non-implementing units - SHS</b></p>		
12:00 noon to 1:00pm	<b>LUNCH BREAK</b>		
1:00pm to 1:15pm	ICE BREAKER	Arlene B. Caparas <i>Administrative Assistant III</i> Emcee	
<b>ACCOUNTING PROCESS</b>			
1:15pm to 2:30pm  (1 hr. and 15 mins.)	A.	Regular MOOE and Special/Downloaded Funds	Agnes M. Seifnezhad, CPA <i>Division Accountant</i>
		-Payroll-based downloading	
		-Monitoring of Status of MOOE Funds based on encoded data in the google sheet	Dan Harvey D. Castro ADAS III
		-Audit of the supporting documents related to Procurement Process	Claire C. de Jesus ADAS III
		-Liquidation of MOOE Funds with supporting reports and attachments	
		Bank Reconciliation	Sheryl C. dela Peña, CB ADAS III
	B.	Canteen Operations	Ray Angelo G. Zialcita EDDIS 1 Team Leader, Senior Bookkeeper from Caniogan High School
		-specific duties of ADAS III	
		-specific reports needed by Finance and COA	
		-guidelines in the preparation of financial reports	
		-template in the preparation of Financial Reports	



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

	-timeline	
	-accountable persons with their functions	
3:30pm to 3:15pm	HEALTH BREAK	
3:15pm to 4:30pm	Other Matters	
4:30pm to 5:00pm	Open Forum/ Ways Forward/ Agreements	