



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

August 6, 2024

DIVISION MEMORANDUM

No. 353, 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	August 29, 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	August 28, 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



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3. Attached is the copy of the Minutes of Meeting dated July 24, 2024, for MANCOM Meeting of Secondary Schools, as reference.
4. There will be a registration fee of P1,200.00 for 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 August 23, 2024. On the other hand, elementary school heads need not to pay any amount as registration fee since the registration for the July Elementary MANCOM meeting shall be utilized for this purpose. 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: July 24, 2024
TIME OF THE MEETING: 8:00 AM
VENUE OF MEETING: Palazzo Venezia, City of Malolos, Bulacan
ATTENDEES:

Name	Designation
1. Maria Celina L. Vega, CESO VI	Assistant Schools Division Superintendent
2. Atty. Bryan M. Santos, CESE	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

1. Singing of the National Anthem
2. Opening Prayer – Maria Lourdes L. Ramos
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 – Eduardo T. Manas
7. Call to Order and Approval of the Minutes of the Previous Division MANCOM Meeting, and Agenda for the said Division MANCOM Meeting
 -Atty Bryan M. Santos, CESE, OIC- Assistant Schools Division Superintendent – presiding officer and ASDS Ma’am Maria Celina L. Vega, CESO VI – quorum announcement
8. Host EDDIS: EDDIS V – Kahryz D. Maninang – Master of Ceremonies

ASDS Concerns	<p>Maria Celina L. Vega, CESO VI Assistant Schools Division Superintendent</p> <ol style="list-style-type: none"> 1. Announced that the presiding officer is Atty Bryan S. Santos 2. Take Aways during the CLAEL - 3Es: <ol style="list-style-type: none"> a. Envision - a picture of being prepared for the coming school year b. Equip – SDO Bulacan is already equipped for MATATAG Curriculum. 	1. For information dissemination, implementation and compliance
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	<p>c. Exemplify – School heads must be good leaders, practice “Walk the Talk”.</p> <p>3. Reviewed the RIGHT person as reiterated by SDS, Norma P. Esteban, EdD, CESO V: R- responsible I – innovative G- good management</p> <p>Reported the attendance to the presiding officer, Atty Bryan, and announced that there is a quorum, and requested the Chairman to call the meeting to order</p> <p>With the presence of the quorum, ASDS Atty Bryan M. Santos declared and approved the call of the management meeting to order.</p> <p>Inquired if there are agenda that are not incorporated in the minutes of meeting.</p> <p>Somebody from the group said “none”</p> <p>Requested somebody any motion to approve the proceedings of the meeting.</p> <p>Dr. Joel Vasallo moved the approval of the previous meeting. (The attendees approved the agenda)</p> <p>ASDS Atty Bryan moved the motion and approved to proceed on the agenda for that day.</p> <p>Agenda were read from the SGOD and CID units.</p> <p>Dr. Virgilio Laggui moved the approval of the agenda.</p> <p>ASDS Atty Bryan approved the agenda of the meeting.</p>	
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	<p>2. ATTY. BRYAN M. SANTOS – OIC- Assistant Schools Division Superintendent</p> <ul style="list-style-type: none">- Opening Remarks- Acknowledge the presence of each EDDIS chair and to everyone who is present in the meeting.- Announced the changes in the management meeting especially in the format. Parliamentary format is observed.- The emcee is only in-charge in the preliminaries part from opening and after calling of the person in-charge in the declaration of quorum. No emcee after this.- After the declaration of the quorum, agenda shall be presented.- Assignment must also be posted to monitor especially if it is an actionable matter.- example: Is it allowable to use MOOE in assessing Tech-Voc learners' competencies in terms of National Certificate (NC)?- before presenting the agenda, first present the matters discussed especially actionable matters that was discussed with action to be done mostly monitoring, for compliance, etc.- These are also applicable to elementary.- He presented his ICE acronym that stands for: I – Improve not only for ourselves but also for our clients C – Contingency E – Empathy <p>ASDS Atty Bryan's concerns:</p> <p>1. If the school heads encountered problems in their schools, consult first SDS and ASDSs. With the caliber and expertise of SDS, Dr. Norma, and ASDS Ma'am Celina, these problems can be solved rather than seeking first the help of the politicians. He also believed in the principal's empowerment. Always trust the top management.</p>	<p>1. For information dissemination, implementation and compliance</p>
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	<p>2. Request for transfer of teachers and school heads will only be approved once they have rendered at least 5 years in service in their schools.</p> <p>3. Received communication letter from the Central Office an anonymous complaint on school heads who are protecting supplier in exchange of 20% or 30% commission. Atty Elmer already answered the complaint letter. It was a reminder to the school heads.</p> <p>4. Schools with detailed teachers, call the teachers where they are deployed if they are still needed by the school. Call the teachers to know their situation. About excess teachers, declare them as excess and write a letter to the Division Office to address this concern.</p> <p>5. There is a ranking for P2 and P3 for natural vacancy.</p> <p>6. There are 2 Head Teachers VI who are deployed as TIC and SDS wanted them to be reclassified to P1.</p> <p>7. He also introduced the newly promoted TIC of San Francisco Xavier HS- Sir Reinel; Kalawitan HS - Ma'am Belinda; and JJ Sumbillo - Ma'am Merriam. They are the new members of the management committee.</p>	
<p>SGOD Concerns</p>	<p>3. CECILIA S. CUSTODIO, PhD Chief Education Program Supervisor - SGOD</p> <p>1. DepEd Order No. 10, s. 2024 - Policy Guidelines on the Implementation of the MATATAG Curriculum</p> <p>2. DepEd Order NO. 9, s. 2024</p>	<p>1. For information dissemination, implementation and compliance</p>



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- Implementing Guidelines on the School Calendar and Activities for the SY 2024-2025

-Classes start on July 29, 2024 and end on April 15, 2025.

-Number of School days

- a. July - 3
- b. August - 20
- c. September - 21
- d. October - 23
- e. November - 20
- f. December - 15
- h. January - 21
- i. February - 19
- j. March - 21
- k. April - 10

Total number of school days for Public Schools is 173 inclusive of the one-week sem break. 3 days are allotted to the review of plans: SIP, AIP, OPCRf, etc. etc and 2 days for INSET.

Total number of school days for Private Schools 200- 220 entitled with blended modality.

3. DepEd Memorandum No. 35 on 2024 National Oplan Balik Eskwela

- venue to engage stakeholders and other organizations for the opening and preparation of classes

- Oplan Balik Eskwela starts on July 22-August 2, 2024.

- organize the committee for the Oplan Balik Eskwela

- prepare for a help desk in front of the principal or school head's area

4. DepEd Memorandum No. 34 on Administration of the 2024 Special Philippine Educational Placement Test

- Focal person is Dr. Jay- Arr Sanggoyo

- Application form is available at the office of CID together with the result of PEPT last year.

- PEPT is on August 4, 2024



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5. Deped Memorandum 33, s. 2024 on the Conduct of the Brigada Eskwela for SY 2024-2025

- starts on July 22 and ends on July 27, 2024
- The QR code is provided by Sir Bryan for them to access and submit the necessary report asked by the Region.

6. DepEd Memo No. 32, s. 2024 on the Enrollment Guidelines for SY 2024- 2025

- enrolment period starts from July 3-26 but if there are learners who will still enroll, accept them.
- 5, 7, and 8 were highlighted (see power pt)

7. DepEd Order No. 3, s. 2018 on Basic Education Enrollment Policy

- Grade 7 must be a Grade 6 graduate or PEPT or A &E passers
- Grade 11 must be a Grade 10 completer or PEPT or A &E passers
- need to submit documentary requirements like SF9 for Grade 6 and Grade 10 (formerly Form 138)/the result of PEPT or A&E Test, PSA Birth Certificate
- for temporarily enrolled learners, they are required to submit an affidavit of undertaking signed by parents/guardian while the receiving school shall issue a Temporary Progress Report Card

8. Revisit AIP, and include the following programs and projects like

- Sports Development Program
- Working with medical and dental services on Reproductive Health, NDEP, Mental Health, School-Based Feeding Program funded by school canteen, and Wash in Schools



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	<ul style="list-style-type: none"> - Supreme Students Leader Government, Barkada Kontra Droga, Yes-O, Child Protection Policy, and Career Guidance Program - Work with DRRM and partnership - Submission of OPCR/ICPCR is on or before September 15 both for teachers and school heads. - Conduct Phase IV of RPMS cycle on the Performance and Rewarding, and Development, Planning. - SY 2024-2025 is on hold, no target setting yet, focus on the opening of classes. 	
<p>CID Concerns</p>	<p>4. GREGORIO C. QUINTO JR., EdD Chief Education Program Supervisor – CID</p> <p>1. School Calendar 2024-2025 Schedule of Quarterly Examinations, Classroom-based/Other System Assessment</p> <ul style="list-style-type: none"> - Beginning of SY on July 29, 2024 (Monday) - End of SY on April 15, 2024 (Friday) - Schedules of exams were also presented. <p>2. Guidelines on the Receipt, Release, and Delivery of Official Communications</p> <ul style="list-style-type: none"> - Only the designated Liaison Officer of the SDO is authorized to conduct business with the RO during regular working hours and days. - Clients are not permitted to hand-carry official communications to the RO. - Actions on urgent transactions, including but not limited to Travel Abroad and the Exchange Visitor Program, must be emailed in advance to the official account of the concerned SDO, with a copy sent to the Records Unit. - Outgoing communications from the SDO must include the signature of the Head of Office or the duly designated Officer-in- 	<p>1. For information dissemination, implementation and compliance</p>



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Charge, the correct attachments (if any), be stamped "RELEASED," and be properly recorded by the Records Unit of the Originating Office.

3. Reminders on the Preparation of Class Program for SY 2024-2025

4. Reminders on the NLC Certificate for LCV; EOSY Break Activities
- How to generate the Certificate of LCV

5. Performance of Team Bulacan in the 2024 NSPC and NFOT; and other Winnings
- Region III garnered 47 NSPC Awards and achieved the position of Third Runner-Up. SDO Bulacan contributed 13 awards with 27.66% of Region III's total wins.

6. Education Program Supervisors Concerns
- Winnings of:
a. Anastacia N. Victorino, EdD- 2024 Regional Research Conference – Champion – EPS Category
b. Marissa O. Ramos – 1st Placer- Secondary School Head Category
c. English learning area and special assignments of Jay Arr V. Sangoyo, PhD

Winnings of schools:

a. San Rafael National Festival of Talents (NFOT) 2024 - Champion
b. Iba National High School – 5th place- Editorial Page
c. Virgen Delas Flores High School – 5th place – Pahinang Lathalain

- SDO Bulacan achieved the highest number of wins in individual, group, and school paper contests across the entire Region 3.

- 2023 NSPC: 4 wins
- 2024 NSPC: 13 wins

For advanced information:



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	<p>- The NCAE will be administered to all public and private Grade 10 learners two weeks after the start of classes for SY 2024-2025 (August 12-16, 2024) using the paper-pencil modality, as per DepEd Memorandum No. 31, s. 2024. A Division Orientation will be held, with details to be announced through a memo.</p> <p>- SDO Bulacan's contextualized initiative, "BEST-STAR (Bridging and Escalating Skills and Talents of Students to be Strategic, Transformative, Analytical, and Reflective) Bulakenyo English Readers," is based on DepEd Memorandum No.173, s.2019, titled "Hamon: Bawat Bata Bumabasa" (3Bs).</p> <p>This flagship innovation under the English Learning Area calls on Bulakenyo school heads and teachers to:</p> <ol style="list-style-type: none"> a. conduct a reading inventory of Key Stage 1-4 English learners b. launch localized reading enhancement and intervention initiatives for learners by implementing Continuous Improvement Projects (CIPs), action research, and innovative work plans to improve the reading proficiency of Bulakenyo learners, considering their local context c. utilize appropriate teaching strategies and pedagogies <p>* Please see the Powerpoint presentation slides for the complete data.</p> <p>- Class Program is presented by Doc Laggui and Dr. Vasallo.</p>	
<p>Assignment</p>	<ol style="list-style-type: none"> 1. The emcee is only in-charge in the preliminaries part from opening and after calling of the person in-charge in the declaration of quorum. No emcee after this. 2. Before presenting the agenda, first present the matters discussed especially the actionable matters that 	<p>1.For information dissemination</p>



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	<p>were discussed with action to be done mostly monitoring, for compliance, etc.</p> <ol style="list-style-type: none">3. Sta Maria National High School has 2 detailed teachers who are deployed at San Gabriel and Sta. Cruz. The teacher who is deployed in San Gabriel submitted a letter of intent to the Division Office for her/him to return at Sta. Maria NHS. The principals of SMNHS and San Gabriel discussed this since SMNHS has 2 natural vacancies. Can the teachers be allowed to return to their mother school, SMNHS in exchange of the 2 vacant items be given to them? These 2 teachers wanted to return because they can save fare due to the accessibility of their mother school. ASDS Atty Bryan will consult this concern to Ma'am Vicky.4. With regard to the ranking of P2 and P3, this is open ranking. For secondary, it is school-based while for elementary, it is in the district level. In the district level, there must be MOVs presented like announcement and proper dissemination of information.5. If there will be a ranking T2, encourage the T1 to join and write an intent letter.6. There will be supplementary ranking for SPED, ABM, and TVL SMAW.7. Submit all the results of OPCR to HRD in preparation for PRIME-HRD accreditation.8. Submission of annual laboratory is on July 22 to the schools.	
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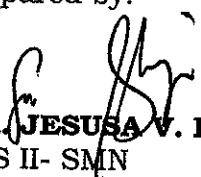
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	9. Post a tarpaulin on Learners Right and Protection within the school's vicinity.	
Closing Remarks	NANCYLITA C. CUBOL, PhD School Principal IV/BPSSHA President	


With no further matters to discuss, the meeting was adjourned at 11:20 AM due to HABAGAT and Typhoon Carina.

-----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