



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

October 18, 2024

DIVISION MEMORANDUM

No. 463 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 Host District: DRT	October 24, 2024, at Hiyas Pavilion, Capitol Compound, City of Malolos	Assistant Schools Division Superintendents CID and SGOD Chiefs Public Schools District Supervisors Education Program Supervisors Unit Heads from the OSDS SEPSs, EPS II, Planning Officer, DRRM Focal Person and Division Engineer from SGOD Elementary School Heads
Secondary Level Host District: Marilao	October 23, 2024, at Nicanor Guillermo Convention Center, Constantino Subdivision Poblacion I, Marilao	Assistant Schools Division Superintendents CID and SGOD Chiefs Education Program Supervisors PSDS, in charge of secondary Unit Heads from the OSDS Secondary School Heads, and Assistant Principals from the SHS Implementers



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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
3. Attached is the copy of the Minutes of Meeting dated August 29, 2024 for elementary group and August 28, 2024 for the secondary group for references.
4. There will be a registration fee of P600.00 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 October 22, 2024. likewise, transportation expenses shall be charged to school local fund. 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

sgod/10182024



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

DATE OF MEETING: August 28, 2024
TIME OF THE MEETING: 9:00 AM
VENUE OF MEETING: Casa Cirila Resort and Pavilion, Bulihan, Plaridel,
 Bulacan

ATTENDEES:

Name	Designation
1. Norma P. Esteban, EdD, CESO V	Schools Division Superintendent
2. Rainelda M. Blanco, PhD	OIC - Chief EPS (CID)
3. Cecilia S. Custodio, PhD	Chief EPS (SGOD)
4. Public Schools District Supervisors	
5. Division Section Heads	
6. SGOD Personnel	
7. Technical Working Committee Members	

PRELIMINARIES

1. Singing of the National Anthem
2. Opening Prayer
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 – Hagonoy District; Master of Ceremony – Ma'am Irene S. Velasco

OSDS Concerns	<p>1. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent</p> <p>1. Appreciation to all secondary school heads for the outstanding performance for SY 2023- 2024 and the successful opening of classes for SY 2024-2025.</p> <p>2. Continuation of the RIGHT persons: R - Responsible I - Innovative G - Good Governance H- Holistic Leadership T - Transparent</p>	<p>1. For information dissemination, implementation and compliance</p>
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	<p>3. Holistic Leadership, the Importance of Investing in Yourself and Others</p> <p>4. Strategies for Investing in Yourself: -Set clear goals -Take courses and attend workshops -Read and learn -Seek out mentorship and coaching -Prioritize self-care</p> <p>5. Strategies for Investing in Others: -Provide opportunities for growth -Offer feedback and recognition</p> <p>6. Create a positive work environment -Encourage Collaboration -Provide resources and support -Lead by example</p>	
<p>SGOD Concerns</p>	<p>2. DR. CECILIA S. CUSTODIO – SGOD Chief</p> <p>1. Discussion of DO 8, s. 2007 Revised implementing guidelines on Operation and Management of school canteens in Public Elementary and Secondary Schools</p> <p>2. Discussion of DO 13 s. 2017- Policy Guidelines on Healthy Food and Beverage Choices in Schools and in Division Offices.</p> <p>3. DO 320, s.2024, Reminder on the PTA Association until next week September 3, 2024. Note guardian should have court order.</p> <p>4. Reminders on the Organization of School Sports Club, DO. 331 s. 2024.</p> <p>5. DO 36, s. 2024, Lakas sa Gatas Milk Campaign</p> <p>6. Clarification on DO 5 s. 2024- Rationalization of Teachers in Public Schools and Payment of Teaching Overload.</p>	<p>1. For information dissemination, implementation and compliance</p>
<p>CID Concerns</p>	<p>3. DR. RAINELDA M. BLANCO – OIC Chief Education Program Supervisor – CID</p>	<p>1. For information dissemination, implementation</p>



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	<p>1. Presentation of the concerns, issues, accomplishments, and winning of the teachers, learners, and schools.</p> <p>2. Discussion of the different types of assessments to be given this School Year 2024-2025.</p> <p>3. Review the DO 009 s, 2024, School Calendar SY 2024-2025.</p>	<p>and compliance</p>
<p>Agreement</p>	<p>1.Fill out vacancies. If there are teachers who will be promoted, ensure that they have completed their requirements to avoid delays. In the case of substitute teachers, write a letter to SDS, Dr. Norma P. Esteban, CESO V.</p> <p>2. Intervention is needed after the diagnostic test.</p> <p>3. There will only be two INSET Trainings. During the break, 1st and 2nd day for Performance Review and the three days for INSET. Discuss the MATATAG Curriculum to Grades 2, 3,5, and 6.</p> <p>4. School Heads are required to present their highlights of accomplishments for 5 minutes. Include what has been done to the teachers, master teachers, learners, schools, and materials on September 18-20, 2024.</p> <p>5. Make sure that in the first six months of this school year, teachers and students focus on teaching and learning and observe time on tasks.</p> <p>6. Have an ancillary plan for teachers and school heads per week. A locator slip/chart or online login or login for teachers. As an attachment to the DTR for the 8 hours of work per day.</p>	<p>1. For information dissemination, implementation and compliance</p>



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	7. In the conduct of the Off-Campus Activities, DO 66, s. 2017 is still in effect. Submit Annex b and Annex D. 8. Browse and revisit the schools' SIP SY 2022-2028 to prepare AIP FY 2025. 9. Submit School LAC Plan for SY 2024-2025, August 2024 to March 2025. (Date, Topic, Objectives, LAC Leader) Consolidated per District	
Awarding of Certificates to the Awardees by Dr. Anastacia Victorino	Nagpakitang-turo sa PROJECT POWER Antas Sekundarya Winners	1.For information dissemination, implementation and compliance
CLOSING REMARKS	NANCYLITA C. CUBOL, PhD School Principal IV/BPSSHA President	

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

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

Prepared by:

Reviewed by:


MA. JESUSA V. PAMPILON
EPS II- SMN


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: August 29, 2024
TIME OF THE MEETING: 9:00 AM
VENUE OF MEETING: Hiyas ng Bulakan Convention Center, City of Malolos, 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 – Calumpit

OSDS Concerns	1. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent <ol style="list-style-type: none"> 1. Appreciation to all secondary school heads for the outstanding performance for SY 2023- 2024 and the successful opening of classes for SY 2024-2025 2. Continuation of the RIGHT persons: R - Responsible I – Innovative 	<ol style="list-style-type: none"> 1. For information dissemination, implementation and compliance
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	<p>G - Good Governance H- Holistic Leadership T - Transparent</p> <p>3. Holistic Leadership, the Importance of Investing in Yourself and Others</p> <p>4. Strategies for Investing in Yourself: - Set clear goals -Take courses and attend workshops -Read and learn - Seek out mentorship and coaching - Prioritize self-care</p> <p>5. Strategies for Investing in Others: <ul style="list-style-type: none"> • Provide opportunities for growth • Offer feedback and recognition </p> <p>6 Create a positive work environment <ul style="list-style-type: none"> • Encourage Collaboration • Provide resources and support • Lead by example </p>	
<p>SGOD Concerns</p>	<p>2. DR. CECILIA S. CUSTODIO – SGOD Chief</p> <p>1. Discussion of DO 8, s. 2007 Revised implementing guidelines on Operation and Management of school canteens in Public Elementary and Secondary Schools</p> <p>2. Discussion of DO 13 s. 2017- Policy Guidelines on Healthy Food and Beverage Choices in Schools and in Division Offices</p> <p>3. DO 320, s.2024, Reminder on the PTA Association until next week September 3, 2024. Note guardian should have court order</p> <p>4. Reminders on the Organization of School Sports Club, DO. 331 s. 2024.</p>	<p>1. For information dissemination, implementation and compliance</p>



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	<ol style="list-style-type: none">DO 36, s. 2024, Lakas sa Gatas Milk CampaignClarification on DO 5 s. 2024- Rationalization of Teachers in Public Schools and Payment of Teaching Overload	
CID Concerns	<p>3. DR. RAINELDA M. BLANCO - OIC Chief Education Program Supervisor – CID</p> <ol style="list-style-type: none">Presentation of the concerns, issues, accomplishments, and winning of the teachers, learners, and schools.Discussion of the different types of assessments to be given this School Year 2024-2025.Review the DO 009 s, 2024, School Calendar SY 2024-2025	<ol style="list-style-type: none">For information dissemination, implementation and compliance
ASDS Concerns	<p>4. MARIA CELINA L. VEGA, CESO VI - Assistant Schools Division Superintendent</p> <ol style="list-style-type: none">Congratulated the school heads for the successful validation of OPCRf.Discuss important reminders like being objective, responsive to the present needs and be motivated amidst the challenges faced.	<ol style="list-style-type: none">For information dissemination, implementation and compliance
ICT Concerns	<p>5. RICHARD BIGLETE – ICT Officer</p> <ol style="list-style-type: none">ICT Systems Management:<ul style="list-style-type: none">Include ICT developmental plans such as learners development and othersDeadline of submission, October 2024Proper use of DCP Packages for learners’ development -provision of Parts for DCP Maintenance; Upkeep and Repairs -other concerns on ICT	<ol style="list-style-type: none">For information dissemination, implementation and compliance



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	3. Clarifications on time on task DO 5 s, 2024	
Agreement	<ol style="list-style-type: none">1. Fill out vacancies. If there are teachers who will be promoted, ensure that they have completed their requirements to avoid delays. In the case of substitute teachers, write a letter to SDS, Dr. Norma P. Esteban, CESO V.2. Intervention is needed after the diagnostic test.3. There will only be two INSET Trainings. During the break, 1st and 2nd day for Performance Review and the three days for INSET. Discuss the MATATAG Curriculum to Grades 2, 3,5, and 6.4. School Heads are required to present their highlights of accomplishments for 5 minutes. Include what has been done to the teachers, master teachers, learners, schools, and materials on September 18-20, 2024.5. Make sure that in the first six months of this school year, teachers and students focus on teaching and learning and observe time on tasks.6. Have an ancillary plan for teachers and school heads per week. A locator slip/chart or online login or login for teachers. As an attachment to the DTR for the 8 hours of work per day.7. In the conduct of the Off-Campus Activities, DO 66, s. 2017 is still in effect. Submit Annex b and Annex D.	1. For information dissemination, implementation and compliance



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	<p>8. Browse and revisit the schools' SIP SY 2022-2028 to prepare AIP FY 2025.</p> <p>9. Submit School LAC Plan for SY 2024-2025, August 2024 to March 2025. (Date, Topic, Objectives, LAC Leader) Consolidated per District</p>	
<p>Awarding of Certificates to the Awardees by Dr. Anastacia Victorino</p>	<p>Pinakamahusay na Nagpakitang-turo: Modernong Guro: Modelo ko (Antas sa Elementarya)</p>	<p>1. For information dissemination, implementation and compliance</p>

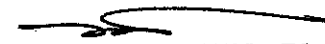
Having no more matters to be discussed, the meeting was adjourned at 3:45 PM.

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

Prepared by:

Reviewed by:


MA. JESUSA V. PAMPILON
EPS II- SMN


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

Noted by:

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