



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

December 4, 2024

**DIVISION MEMORANDUM**

No. 567 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 December 13, 2024 at 8:30am at Angat Municipal Gym, Angat, Bulacan with Guiguinto District as the host district for elementary level at Norzagaray District for the secondary schools group.
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. Participants to this MANCOM Meeting are the Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, Education Program Supervisors, Unit Heads from the OSDS, Section Heads of the SGOD, Elementary School Heads, Secondary School Heads, and Assistant Principals from the SHS Implementers.
4. Attached is the copy of the Minutes of Meeting dated October 29, 2024 for elementary and secondary group as references.
5. Expenses to be incurred in the conduct of this activity shall be charged against Division MOOE, while transportation expenses of participants can be

10:05





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charged against school local fund, both subject to the usual accounting and auditing rules and regulations.

6. This Memorandum shall serve as the travel authority of all participants.
7. It is expected that all participants observe the minimum health standard protocols and safety measures at all times.
8. 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 ELEMENTARY AND SECONDARY SCHOOL HEADS**

**DATE OF MEETING:** Oct. 29, 2024  
**TIME OF THE MEETING:** 8:30 AM  
**VENUE OF MEETING:** Guiguinto Municipal Athletic and Cultural Center,  
 Guiguinto, Bulacan/Guiguinto Central School

**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. Cecilia S. Custodio, PhD	Chief EPS (SGOD)
4. Rainelda M. Blanco, PhD	OIC Chief EPS (CID)
4. Public Schools District Supervisors	
5. Division Section Heads	
6. SGOD Personnel	
7. Elementary and Secondary School Heads	
8. 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 – DRT (Elementary Group) and Marilao (Secondary School Group)

<b>OSDS Concerns</b>	<b>1. NORMA P. ESTEBAN, EdD, CESO V          Schools Division Superintendent</b>  1. Continuation of the RIGHT persons: R - Responsible I - Innovative G - Good Governance H- Holistic Leadership	1. For information dissemination, implementation and compliance
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	<p>T - Transparent</p> <p>2. Discussed the observable behaviors of transparency.</p> <ul style="list-style-type: none"> <li>- Organization is clear and truthful about how decisions are going to be made.</li> <li>- Organization is clear about boundaries.</li> <li>- Organization wants people to know what it is doing and why it is doing it.</li> <li>- Leaders say exactly what they mean.</li> <li>- Leaders admit mistakes when they are made.</li> <li>- Leaders encourage everyone to speak their mind.</li> <li>- Leaders tell difficult truths with kindness and compassion.</li> <li>- Staff members hold confidentiality, particularly of their colleagues.</li> <li>- Staff can share how and why they made a decision without fear of retribution.</li> <li>- Promotion and hiring criteria are shared far in advance.</li> </ul> <p>3. Fiscal Transparency Initiatives</p> <ul style="list-style-type: none"> <li>- Public access to information on school budget, source of funds and others.</li> <li>- Transparency in the procurement of supplies</li> </ul>	
<p><b>ASDS Concerns</b></p>	<p><b>2. MARIA CELINA L. VEGA, CESO VI - Assistant Schools Division Superintendent</b></p> <p>1. Discussed the Procurement Management</p> <ul style="list-style-type: none"> <li>-Audit of liquidation must be attached in the APP</li> </ul>	<p>1. For information dissemination, implementation and compliance</p>



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	<p>2. Concerns for ranking of principals will be discussed by the top management.</p> <ul style="list-style-type: none"><li>- Assist the NQESH passers in preparing their documents.</li><li>-There will be ranking for natural vacancies.</li><li>-If Career Progression will be implemented, the items of teachers/school heads are carried over.</li></ul>	
<b>EPS - SGOD</b>	<p><b>2. DR. JAY-ARR C. TAYAO</b></p> <ul style="list-style-type: none"><li>- Awarded the Certificates for WASH Winners</li></ul>	<p>1. For information dissemination, implementation and compliance</p>
<b>SGOD Concerns</b>	<p><b>2. DR. CECILIA S. CUSTODIO – SGOD Chief</b></p> <ol style="list-style-type: none"><li>1. Discussed DepEd Order No. 053, s. 2024<ul style="list-style-type: none"><li>- Implementation Guidelines for DepEd Order No. 005 s, 2024 ( Rationalization of Teachers’ Workload)</li></ul></li><li>2. Discussed DepEd Order No. 5, s 2024<ul style="list-style-type: none"><li>- Ancillary Task of teachers</li></ul></li><li>3. Accomplishment per Unit School Health<ul style="list-style-type: none"><li>- Health Celebration</li><li>- Global Handwashing Day Celebration</li><li>-World’s Mental Health</li><li>-Lakas sa Gatas Dance Challenge (Banga ES)</li><li>- School Based Immunization Planning</li><li>- Deadline of enrolment in LIS is on Oct 31, 2024.</li></ul></li></ol> <p><b>SOCMOB</b></p> <ul style="list-style-type: none"><li>- FPTA election</li></ul> <p><b>HRD</b></p>	<p>1. For information dissemination, implementation and compliance</p>



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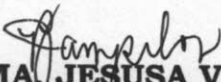
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	- All INSET trainings will have CPD units (See power point)	
<b>CID Concerns</b>	<b>3. DR. RAINELDA M. BLANCO - OIC Chief Education Program Supervisor - CID</b> 1. Discussed the AIP signatories for the FY 2025.  2. For the Recommending Approval, it will be done by cluster. Elem for Ma'am Celina while Secondary for Atty. Bryan M. Santos	1. For information dissemination, implementation and compliance
<b>Agreement</b>	1. AIP submission for the soft copy is on or before Nov 4, 2024, while the hardcopy is on Dec 15, 2024. 2. Form an audit group in the checking of procurement supply.	1. For information dissemination, implementation and compliance

Having no more matters to be discussed, the meeting was adjourned at 12:50 PM.

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

Prepared by:

  
**MA. JESUSA V. PAMPILON**  
EPS II- SMN

Reviewed by:

  
**CECILIA S. CUSTODIO, PhD.**  
Chief ES - CID

Noted by:

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