



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

January 7, 2025

DIVISION MEMORANDUM

No. **011**, s. 2025

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	January 22, 2025, at Valencia Hall, Bulacan State University	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	January 24, 2025, at a venue to be announced	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
3. Attached is the copy of the Minutes of Meeting dated December 13, 2024, for references.



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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 January 17, 2025. 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 ELEMENTARY AND SECONDARY SCHOOL HEADS**

DATE OF MEETING: December 13, 2024
TIME OF THE MEETING: 8:30 AM
VENUE OF MEETING: Angat Municipal Gym, Angat, 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. Atty Bryan Santos	OIC-Assistant Schools Division Superintendent
4. Cecilia S. Custodio, PhD	Chief EPS (CID)
5. Jay -Arr C. Tayao, EdD	OIC- Chief EPS (SGOD)
6. Public Schools District Supervisors	
7. Division Section Heads	
8. SGOD Personnel	
9. 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. Checking of Attendance
6. Host District – Guiguinto



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ASDS Concerns	1. MARIA CELINA L. VEGA, CESO VI - Assistant Schools Division Superintendent Opening Remarks - She shared the essence of Christmas and the reason why we need to celebrate it. - She highlighted the characteristics of Christmas. a. Heart of Christmas is giving. b. Heart of Christmas is family.	1. For information dissemination, implementation and compliance
OSDS Concerns	2. NORMA P. ESTEBAN, EdD, CESO V Schools Division Superintendent Inspirational Message - She began by discussing the concept of power and whether it should be seen as a blessing or not. - She shared the idea that with great power comes great responsibility. - She addressed the problem of illiteracy and proposed possible solutions, which include: a. Child mapping b. Addressing difficulties or hindrances in going to school c. Combating poverty - She reflected on the importance of understanding one's purpose in life. - She emphasized the need to follow proper processes. - She reminded leaders of their responsibility to serve others effectively. - Most importantly, she stressed the importance of leaders exercising their power responsibly and ethically.	1. For information dissemination, implementation and compliance
SGOD	3. DR. JAY-ARR C. TAYAO	1. For information dissemination,




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	- Awarded the Certificates for Gulayan sa Paaralan Winners	implementation and compliance
CID Concerns	4. DR. CECILIA S. CUSTODIO – CID Chief - Awarded the winners of 2024 National Literacy Award and other related awards in curriculum.	1. For information dissemination, implementation and compliance


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

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

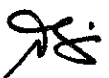
Prepared by:


MA. JESUSA V. PAMPILON
EPS II- SMN

Reviewed by:


JAY-ARR C. TAYAO, EdD
OIC- SGOD CHIEF

Noted by:


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