



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

To BBM1 Executive Committee Sponsor
 Initiative Owners
 Initiative Team Members
 UPS IT Lead Developer
 Technical Development Team
 Concerned IT Personnel
 All Others Concerned

SUBJECT: **CONDUCT OF REGULAR MONTHLY MEETINGS OF BIG BOLD MOVE 1 (BBM1) – INSTRUCTIONAL IMPROVEMENT ENGINE: UNIFIED PERFORMANCE SYSTEM (UPS)**

Date: October 12, 2026

1. In line with the implementation of the Schools Division of Bulacan Performance Governance System (PGS), this Office announces the conduct of regular coordination, monitoring, and technical development meetings for Big Bold Move 1 (BBM1) – Instructional Improvement Engine through the Unified Performance System (UPS).
2. The meetings shall review Strategic Performance Commitment (SPC) milestones, implementation progress, technical issues, data-based instructional utilization, and actions necessary for system improvement and sustainability.
3. The following regular meetings shall be conducted:

Meeting	Participants	Schedule
BBM1 Core Team Meeting	Executive Committee Sponsor; Initiative Owners and Initiative Team Members; UPS IT Lead Developer	At the end of every month
BBM1-UPS IT and Technical Development Team Meeting	Initiative Owners; Technical Development Team; IT Lead Developer; concerned IT Personnel	Monthly, before the Core Team Meeting; exact date to be coordinated

4. The BBM1 Core Team Meeting shall review: (a) SPC and roadmap milestones; (b) UPS pilot-school implementation and phased expansion to schools offering



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Key Stages 1 and 2; (c) evidence of data-based instructional adjustments and learner progress; (d) emerging risks and bottlenecks; and (e) management decisions, responsible persons, and timelines.

5. The BBM1-UPS IT and Technical Development Team Meeting shall review: (a) system functionality and enhancement priorities; (b) user access, learner profiling, assessment data integration, dashboards, and reporting; (c) technical issues and their resolution; (d) data privacy, security, backup and recovery; (e) help-desk and administrator requirements; and (f) readiness for Division-wide KS1-KS2 utilization.
6. The UPS IT Lead Developer, in coordination with the Initiative Owners, shall consolidate the technical progress report, issue-resolution log, and proposed enhancements for presentation during the Core Team Meeting.
7. Participants shall provide relevant updates and supporting documents. Meeting minutes, action trackers, technical issue logs, and milestone reports shall be maintained as means of verification for PGS monitoring.
8. The exact time, venue, and modality shall be communicated by the Initiative Owners. Meetings falling on nonworking days or conflicting with official Division activities shall be rescheduled accordingly.
9. All concerned are enjoined to participate actively and support the continuous improvement and sustainability of UPS as a mechanism for data-driven instructional improvement.
10. Immediate dissemination of this communication is desired.



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Schools Division Superintendent *[Signature]*

DIVISION LETTER

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