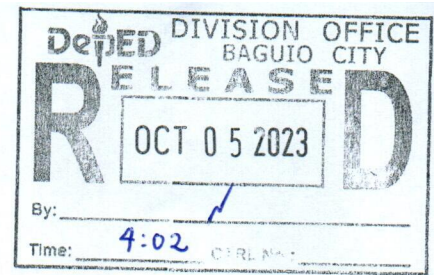




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



October 5, 2023

DIVISION MEMORANDUM

No. 396-2023

DIVISION EXECUTIVE COMMITTEE MEETING

**TO : CHIEF EDUCATION SUPERVISORS
 OSDS SECTION HEADS
 ALL OTHERS CONCERNED**

1. This Office announces the conduct of the 5th Executive Committee meeting on **October 12, 2023, Thursday from 8:30am** onwards which will be held at NEAP, Teachers' Camp, Baguio City.
2. Participants to the said meeting are the following:
 - a. SDS and ASDS (2)
 - b. CID and SGOD Chiefs (2)
 - c. SGOD Supervisor (1)
 - d. PSDS (1)
 - e. OSDS Section Heads (5)
 - f. Principal (1)
 - g. Support Staff (2)

3. The agenda to be discussed are as follows:

| Topic | Personnel In-charge | Time Allotment | Remarks |
|---|--|----------------|--|
| A. Preliminaries and Attendance | Secretariat | 20 mins | |
| B. Declaration of Quorum | ASDS Christopher Benigno | | |
| C. Matter arising from minutes of meeting | ASDS Christopher Benigno | | |
| Items/Topics for discussion, approval, and action: | | | |
| 1. Proposal for Integrated School in Crystal Cave | CID CES, Crystal Cave ES Principal, District 5 PSDS | 30 mins | |
| 2. School progress monitoring tool, analysis, and action taken | CID CES | 30 mins | Monitoring tool that will measure the progress of school |
| 3. PFVR Management | AO V | 30 mins | Draft policy on reservation and fees |
| 4. Budget Utilization | Budget Officer | 30 mins | MOOE performance across all PPAs |
| 5. Parameters for identifying schools to be given additional MOOE | Accountant | 30 mins | |





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| Items/Topics for information: | | | |
|---|--|--------|---|
| 1. Map of schools with internet connectivity | ITO | 5 mins | To include data on mbps subscriptions |
| 2. Updates on status of school sites, child protection related cases, administrative complaints and cases | Legal | 5 mins | |
| 3. Status of filling out vacant positions | AO V | 5 mins | To give latest data |
| 4. Map of Master Teachers of the 10 districts | AO V | 5 mins | |
| 5. Status of weekly monitoring of the MATATAG Curriculum implementation | CID CES | 5 mins | |
| 6. Number of school visits per month and issues commonly encountered/raised | CID CES | 5 mins | |
| 7. Compliance on DO 37, s. 2022 and DO 22, s. 2023 item no. 11 | CID CES | 5 mins | |
| 8. Status of 2022-2023 Building Repairs and QRF Facilities | SGOD CES | 5 mins | |
| 9. Weekly Monitoring of Infectious Diseases of Schools | SGOD SH&N | 5 mins | Data for the month of September across all districts |
| 10. Status of Private Schools | SGOD SMME | 5 mins | Data on: - no. of private schools; with recognition & status of compliance; no. of schools that closed for 2023 & reason for closure |
| 11. Status of DPDS | SGOD SocMob | 5 mins | August-September |
| 12. Map/Inventory of Teachers (Excess and lacking) | SGOD Planning | 5 mins | To provide data per school and district |
| 13. Highlights of the 6 Year HRD Plan | SGOD HRD | 5 mins | |
| 1. ASDS Updates | Christopher Benigno, PhD, EdD, CESO VI | | |
| 2. SDS Hour | Soraya Faculo, PhD, CESO VI | | |

4. Submit the presentations with a maximum of 5 slide decks on or before October 11, 2023 to the Secretariat's email (jordine.sacyaten@deped.gov.ph).

5. Immediate and wide dissemination of this memorandum is desired.

SORAYA T. FACULO, PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-in-Charge
 Office of the Schools Division Superintendent

