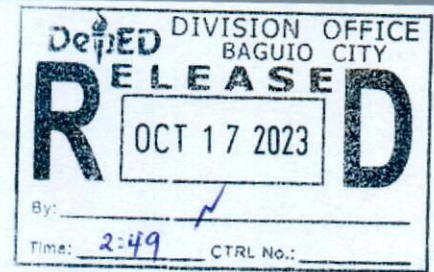




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



October 16, 2023

DIVISION MEMORANDUM

No. 424-2023

DIVISION MANAGEMENT COMMITTEE MEETING

To : Chief Education Supervisors
 Education Program Supervisors
 Public Schools District Supervisors
 Section/Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

1. This Office announces the conduct of the 4th Management Committee meeting on **October 24, 2023, Tuesday from 8:30am onwards** which will be held at the 3rd floor Division Training Hall.

2. Participants to the said meeting are the following:
- a. SDS and ASDS (2)
 - b. CID and SGOD Chiefs (2)
 - c. Public Schools District Supervisors (10)
 - d. Education Program Supervisors (9)
 - e. Senior Education Program Specialists (4)
 - f. Medical Officer (1)
 - g. Dentist (1)
 - h. Nurse In-Charge (1)
 - i. Education Facilities In-charge (1)
 - j. ALS EPS-II (1)
 - k. OSDS Section Heads (5)
 - l. Elementary and Secondary School Heads (67)
 - m. Support Staff (3)

3. The agenda to be discussed are as follows:

Topic	Personnel in-charge	Time Allotment	Remarks
A. Preliminaries and Attendance	Secretariat	30 mins	
B. Declaration of Quorum	ASDS Christopher Benigno		
C. Reading and approval of the minutes of the previous meeting	Secretariat		
D. Matters arising from minutes of meeting	ASDS Christopher Benigno		
E. Items for Presentation			
1. Good practices of LSEN Program	CID EPS	10 mins	
2. Pilot Schools Status	CID CES CID EPS CID EPS SGOD Socmob	10 mins each	Present Progress Report
2.1. MATATAG Curriculum			
2.2. Smart Learning Communities			
2.3. Inqskwela			
2.4. Tara, Basa!			Include highlights, activities, impressions/ experience of teachers & learners
F. Items for Discussion and Action			
1. Budget Utilization of Non-IU and IU schools	Budget Officer	20 mins	

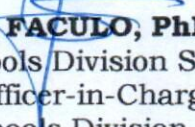




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2. Inventory of SLM	CID EPS LR	10 mins	Per subject area, grade level, & quarter
3. Results of weekly monitoring of schools (September – October)	CID CES	20 mins	
4. Procurement Updates	BAC Chair	30 mins	
5. PRC Accreditation of Units for Teachers' Renewal	PRC Representative	30 mins	
G. Items for Updates			
1. Compliance to DO No. 37, s. 2022 and DO No. 9 s. 2005	CID CES	5 mins	
2. District Reports	All PSDSs	5 mins	Accomplishments, initiatives, TA plans
3. 1 st Qtr Monitoring results & interventions initiated	EPS per subject area	5 mins	
4. LIS and EBEIS Status	SGOD Planning	5 mins	
5. Weekly Monitoring Results of Infectious Diseases	SGOD SH&N	5 mins	
6. Annual Medical Examination for Teaching & Non-Teaching Personnel	SGOD SH&N	5 mins	
7. Status of DPDS	SGOD SocMob	5 mins	
8. Gawad Lingap Process	SGOD PDO I	5 mins	
9. 2023 Budget SEF Utilization & Accomplishment	AO V	5 mins	
10. Designation of OIC of School Heads during Travels Abroad	AO V	5 mins	
11. Parameters in identifying schools to be given additional MOOE	Accountant	5 mins	
12. Issuances pertaining to teachers' load and coordinatorship	Legal Officer	5 mins	
13. Migration to MS Outlook	ITO	5 mins	
H. ASDS Updates on School Heads' OPCRf	Christopher Benigno, PhD, EdD, CESO VI		
I. SDS Hour Highlights of the 4 th Regional Management Committee Meeting	Soraya Faculo, PhD, CESO VI		

- Submit presentations with a maximum of 5 slide decks on or before October 23, 2023 to the ManCom secretariat's email (jordine.sacyaten@deped.gov.ph).
- Immediate dissemination of and compliance with this Memorandum is earnestly desired.


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

