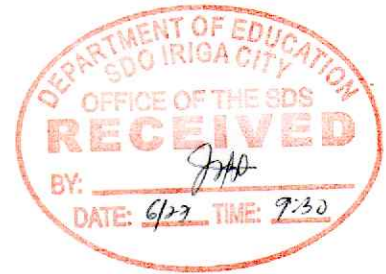




Republic of the Philippines
Department of Education
REGION V (BICOL)



SCHOOLS DIVISION OFFICE OF IRIGA CITY

MINUTES OF THE 2ND DIVISION MANAGEMENT COMMITTEE MEETING

May 12, 2023, Asog County Hotel and Function Hall

The meeting started at 8:22 am.

I. Preliminaries – c/o SGOD and Iriga North District

- Philippine National Anthem, Opening Prayer, Bicol Regional March, and SDOIC March – AVP
- Welcome and Opening Remarks - Maria Sheila V. Lagoda, OIC, Assistant Schools Division Superintendent. She also shared a quotation from Mark Twain which states, "The secret of getting ahead is getting started." According to her excellence is never an accident, but a result of a skillful execution.
- Roll Cal of SDO Personnel/Participants – c/o Section Heads/OIC-PSDS

○ SGOD	-	10 out of 11 or 91%
○ CID	-	11 out of 12 or 92%
○ Office of the SDS	-	10 out of 10 or 100%
○ Secondary Schools	-	12 out of 12 or 100%
○ North District	-	15 out of 15 or 100%
○ Central District	-	11 out of 11 or 100%
○ South District	-	13 out of 13 or 100%
- Determination of Quorum and Call to order was done by Maria Sheila V. Lagoda, OIC-Assistant Schools Division Superintendent.
- Review and Approval of the Minutes of the Previous Meeting was facilitated by ASDS Maria Sheila V. Lagoda. The motion for the approval of the minutes was done by SGOD Chief Noel Cabaltera and duly seconded by Dr. Jinky Villareal.
- Presentation of Agenda was done by ASDS Maria Sheila V. Lagoda. The motion for the approval of the agenda presented was done by Mr. Rey Tabarangao, OIC-PSDS South District and duly seconded by Dr. Ludevina Ester Bolante, OIC-PSDS Secondary Schools

BUSINESS PROPER

➤ Superintendent's Time – Mariano B. De Guzman

➤ Discussion/Resolution on the Schools Division Office's Issues and Concerns

He started by acknowledging some of the Division and school personnel that he knew already by name. He said that he was impressed by the initial information that he obtained from DepEd Iriga City. First is the participation in the 2023 Modified Palarong Bicol. Accordingly, the division was not able to prepare well but our contingents were able to obtain substantial number of golds, silvers and bronzes. With that, he congratulated the people who directly and indirectly supported our contingents in the said palaro. Second, the DepEd Iriga City is the only Schools Division that have obtained Selyo ng Kahusayan sa Wikang Filipino Level III and already working for Level IV, therefore it is a must that we should be good speakers in Filipino. We should be proficient speakers both in English and Filipino. He also said that the division already started its independent administration of payroll system. So, if there are transactions

47 and concerns regarding payroll, we will no longer go to PSU but instead go to the
48 division office to address such concern. Another is the division is already on its final
49 stage of its endeavor in obtaining certification for PRIME-HRM Level 2. Other divisions
50 were also working on institutionalizing meritocracy and excellence on Human Resource
51 Management Level 2.

52
53 According to him, when he visited schools, he found out that schools are placed in
54 areas that can respond to the needs of the community. As far as the number of schools
55 is concerned, we have sufficient number and were evenly distributed. As to learners,
56 maximum number per class is 40 but there is a class with only 5 thereby there is an
57 excess of teachers. All in all, the conditions of the schools are advantageous for the
58 better performance of teachers and pupils.

59
60 He also shared his inspiring life story and career progression. He stressed that you
61 need not to be bright to be promoted. As to leadership, among the 3 types, he preferred
62 democratic type of leadership. According to him, as a leader, his default leadership style
63 in every organization that he encountered is Hershey-Blanchard Situational Leadership
64 Model by Paul Hershey and Kenneth Blanchard. It's a situational leadership where the
65 decision depends on the maturity level of members/followers. Members maturity can be
66 determined through their willingness and ability to perform the task. He also shared his
67 CREDO as an educational leader.

68
69 Updates from 2nd Regional MANCOM were also discussed by Sir Manny.

- 70 • New blended learning under DO 37 s. 2022 re: suspension and cancellation
71 of classes due to bad weather and Regional Memorandum no.56 s. 2023
72 which gives authority to the school head to implement blended learning due
73 to very high temperature but with the approval coming from the
74 superintendent. According to him, requests were approved but with the
75 following conditions; 1. This is only for the month of May. But if it persists by
76 June, submit letter request that you want to continue the prior request.
77 There's no need to attach the prior request, only the letter; 2. The principal
78 should look into the assurance that learning will take place even without face
79 to face classes. 3. It is not mandatory and there should have consultation
80 with parents.
- 81 • Performance Based-Bonus (PBB) – according to the director, PBB will be
82 received but need to wait. DepEd had passed all the indicators.
- 83 • Mental Health Intervention – Based on the study, Region V has the highest
84 number of suicidal cases. School heads should conduct psychological first
85 aid and mental health awareness to their teachers and pupils.
- 86 • Continuation of Learning Recovery Program, focused on reading and
87 numeracy
- 88 • According to the director, the region and the division will create a task force
89 for Senior HS. Wait for the guidelines that the region will issue.
- 90 • Achievement test will be conducted in the division. Test questions/materials
91 will be made by the region with the participation of the key teachers from
92 different divisions but there will be no ranking.
- 93 • Conduct of National Schools Press Conference (NSPC) and National
94 Festival of Talents (NFOT)
- 95 • Submit information of teaching and non-teaching personnel who died: date,
96 cause of death, full name, gender, age, position, school station, address of
97 school, region, venue and address of the wake, date of interment, contact
98 person, relationship and contact number. Data will be sent to the
99 superintendent through messenger and will be forwarded to the director.

100
101 SDS also shared updates from the Local School Board meeting:

- The LGU allocated 50,000 per school for any project that the school want to do. Kindly prepare proposal or program of works.
- The Local School Board, based on the COA findings, has an excess fund last year and previous year amounting to 9.9 million. It was planned to rehabilitate the swimming pool, grandstand and sports equipment. Funds were also allocated to BSP, GSP and ALS. LR and Library Hub will be transferred to the division office.

The following were also discussed:

- Early Registration has started based on DO 10 s. 2023 from May 10-June 9. This is intended for incoming Kinder, Grade 1, and Grade 7 in order for the central office to make the necessary adjustments in preparation for the opening of classes. Other grade levels are already considered enrolled.
- New Guidelines on Recruitment and Selection under DO 19 s. 2022 and DO 7 s. 2023 – principals should disseminate or inform the teachers regarding these DepEd orders in order for them to know what to prepare for promotion.
- Proposal for activities like training of teachers are considered extra-curricular. The superintendent differentiated extra-curricular and co-curricular under DO 34 s. 2022. Under this DepED order, extra-curricular activities are not allowed while co-curricular should be conducted on the 11th week in order to avoid disruption of classes. For DepEd Order 3 s. 2023, extra-curricular activities are not prohibited but not during learning/class hours. There is a need to modify the class program in order to provide special time for other activities or make it during Saturdays.
- Liquidation of MOOE – there are schools which are unable to liquidate. Please work on the liquidation as soon as possible so we can provide the services for the benefit of the learners.
- Private practice of profession – Under RA 6738, if you are an employee of the government, you are not allowed to engage in other employment or business unless allowed by the constitution or the head of office. But, for our superintendent, he was not against it as long as the job will not be jeopardized. If from school, it should be recommended by principal while for SDO personnel, to recommended by chiefs and ASDS.
- Recitation of DepEd Quality Policy Statement which is incorporated in DO 9 s. 2021 should be recited together with Panunumpa ng Lingkod Bayan during school program & activities and flag raising.

➤ **Special Topic 1: Conduct of the K to 12 Basic Education Program End-of-School-Year Rites for SY 2022-2023 – Dr. Noel G. Cabaltera, SGOD Chief**

As per DO 9 s. 2023, end-of-school-year rites which includes Graduation, Moving Up and Recognition are scheduled from July 10-14. Sir Noel shared the designated date of the schools to conduct the said activities. The division will issue a memorandum next week but the date is already fixed.

The Superintendent also presented the banner program of DepEd Iriga Iriga City from 2023-2028 which is entitled **"IRIGA Springs Banner Program of Schools Division Office of Iriga City (2023-2028)"**. **IRIGA**, according to SDS, stands for the core attributes like inspiring, relevant, invigorating, goal-oriented and accelerating. **SPRINGS** represents the priority improvement areas of the division such as student's welfare and best interest, professional advancement and welfare of teaching, teaching-related and non-teaching personnel, resources generation, management, utilization, and reporting, instructional pedagogy, research and innovation, network, generating results and S for sports, culture and

154 arts.

155

156 **UPDATES FROM DR. JERSON V. TORALDE**

157

158 Dr. Jerson V. Toralde, presented the different updates on the Remedy Current Program
159 Implementation. A glimpse for the different activities. **Where are we Before?** which are
160 basis for intervention. The presentation was based on the MATATAG Agenda Framework.
161 LRC Results in MTB/MLE from Pretest to Post Test which show significant decrease in the
162 percentage results of Full Refresher from 49% to 41%, Filipino from 77% to 44%, English
163 from 19% to 8% and in Mathematics graphical comparison from 47.25% to 65.84% for
164 Proficiency Level.

165 **Education Services and Facilities-** Different programs, projects and services to delivered
166 and implemented for the delivery of education services and utilization of DepEd facilities
167 such as Initiative support funds for the reproduction of Instructional Materials with all
168 necessary equipment. Catered the smooth transition from limited Face to Face to Full
169 Implementation through debriefing activities. Upskilling of teachers and School Heads was
170 also conducted and provided Health and Medical services. Strengthen the collaboration and
171 partnership with education stakeholders and developed hardware and software system
172 promote Inclusive Education.

173 For the learners well-being, there are still challenges that are still be addressed, such feeling
174 of loneliness, Sadness, Low self-esteem, and the like.

175 BMI results for Grades 1-3 shows that there are 385 learners who are severely wasted and
176 870 learners belong to the wasted nutrition level which need more health and nutritional
177 programs and learners also needs psycho social support with reported number of learners
178 that are exhibiting low emotional and mental readiness.

179 **Teachers Support-** applicability and appropriateness of the curriculum to the needs and
180 best interests of the curriculum implementer, SDO extended support and services to
181 teachers which are as follows:

182 Training of the 8 week reading recovery curriculum, Training workshop of teachers in
183 unpacking of lesson maps to suit the specific needs and ability group of the learners.

184 Technical Assistance in the preparation of the contextualized instructional materials for the
185 different learning centers for the different ability groups.

186 Provision of psychological support services through debriefing activities, LAC sessions and
187 conduct of learning circles.

188 **What have we done?** Initiatives done to addressed the identified issues, gaps and needs,
189 SDO implemented different program, projects and activities anchored on the SDO learning
190 recovery framework. Traditional learning freeze wherein tradition education used in schools
191 so remediation was the process. Transitional learning wherein the process is acceleration.
192 Next year will be transformational learning wherein the process is progression. That is also
193 the reason why IRIGA PLUS Program was born. IRIGA means Intensive Remedial
194 Instruction for Greater Achievement in Literacy and Numeracy, added Plus because the
195 program is not only intended for the first Key Stage but up to Grade 12 the 4th Key Stage.

196 Follow through of the 8 week recovery learning recovery curriculum also the SDO's banner
197 that aims to provide remedial instruction to differentiated learners who belong to full
198 refresher. The following programs was anchored from the IRIGA PLUS Program such as
199 Project BAR Better Achievement in Reading in English, Project ANGAT GALING in Filipino,
200 Project MTB/MLE in Mother Tongue, Project SMILE Strengthening Mathematical
201 Intervention through Learning Exploration for Mathematics. Scaffolding the initiatives to
202 improve literacy and numeracy Project BRACE ME or Bridging Reading Apprehension
203 through Contextualized and Community Engagement for Meaningful Educational Experience
204 was being implemented. Along with Brace Me Project is the project READ which requires
205 classrooms and schools with reading nooks and reading centers respectively. There is also
206 an award for schools best in reading nooks. Project Words on Wheels as to delivered
207 various types of supplementary reading materials to schools on a scheduled basis.

208 **EDUCATION SERVICES and FACILITIES**

209 The intervention is the Project HAIRE Health as Intervention Resources for Efficiency
210 provide basis for SDO and the schools allocating funds that supports the implementation of

211 LRC. For the learner wellbeing SDO implemented Happy School Project Holistic Activities
212 Programs and Projects shielding Learners and personal resilience and wellbeing which is
213 the primary program of the SDO in providing opportunities for learners and personnel to
214 improved their resiliency and well-being and making them a happy people.

215 For the **Teachers Support, The Academia** for School Heads and Teachers the umbrella
216 professional development program aims to provide series of In-Service Training to each
217 employees. For School Heads, Instructional Leadership and school management. Training
218 of teachers on Innovative Teaching practices. Conducted institutionalization of Project PLAC
219 or the Parents Learning Action Cell to disseminated information from DepEd for the parents
220 and stakeholders awareness.

221 **Learning Continuity Plan-** reiteration of the implementation of the modular distance
222 learning as provided in the DepEd order No. 57, s 2023 for S/Y 2022-2023. Whereas the
223 school must submit letter informing the Schools Division Superintendent about the Flexible
224 Schedule to be adopted along with the Action Plan and modified class program signed by
225 the OIC-PSDS for Elementary.

226 Inventory of learning resource materials to identify if the LM are still sufficient to all the
227 learners. The school needs to update the learners and stakeholders on the national and
228 local public health condition. Informed them about the legal basis and activities for the
229 blended learning.

230 A memorandum coming from Atty. Remy Escobido Undersecretary for Operations stated
231 about the conduct of Regular School Visits and submission of data on the issues and
232 concerned in schools during the visit and interventions provided therein. PSDS and EPS
233 were required to conduct regular visit by their jurisdiction at least 3 schools per week and
234 submit thereof the data gathered during the visit.

235 Dr. Toralde is likewise made mention about the Advisory about the schedule of the Division
236 Memo No. 94, s. 2023 about the Conduct of Division Schools Press Conference DSPC for
237 Elementary and Secondary which will be scheduled on May 17 and 18, 2023 at Iriga Central
238 School (ICS) in preparation for the RSPC comes June 9-11, 2023 at Albay Province.
239 Cliniquing is on May 30, 2023. A registration of 300 pesos for the Elementary and 400 pesos
240 for the secondary. Various events are to be contested in the said activity.

241 Another Memo is about the 2023 Division Festival of Talents to be signed by the SDS which
242 will be scheduled on June 6, 2023 at RNTVS.

243 Regional Memo No. 90, s 2023 Regional Festival of Talents with the theme "Reinforcing 21st
244 Century Learning Fostering Creativity Industries through Talent and Skills Exhibition" which
245 is scheduled on June 16-18, 2023 hosted by SDO Albay. Various events to be contested
246 and was mentioned by Dr. Toralde and only the 1st Price winner will go to the National level.

247 SDO Iriga City will represent the National Festival Talents for Madrasa and Alive. All
248 expenses for the said activities will be charge in the Bureau of Learning and Delivery Fund.

249 250 **Updates on the other Functional Divisions**

251
252 Arthur M. Ramboyong, Administrative Officer V provided updates on the payroll system. All
253 financial matters will be within the Division and SDO Iriga City was under observation phase
254 by the PSU for three months and after that we will now already move independently when it
255 comes to the payroll of our employees. Reminders on some concerned about the
256 deductions, contributions, PLI, NOSI, NOSA just visit the office and look for the person in-
257 charge for that matter. All the concerned will be addressed to the person in-charge. Service
258 Credits during the Brigada Eskwela should be credited as soon as requirements will be
259 submitted along with the approval of the superintendent. Friendly reminders on the DTRs,
260 there are several tardiness and all tardiness should be computed for deduction.
261 Unauthorized or habitual tardiness will be sanctioned and a letter will be sent to the school
262 heads for those concerned. Job Description for AO2 was also mentioned and explained by
263 sir Arthur Ramboyong. Sir Ryan Ebron a school head of Nino Jesus ES asked an advice
264 about the concern of his co-teacher regarding the wrong tagging of deduction wherein she
265 wasn't able to receive a salary from April 2023 to present that the teacher needs 130 pesos
266 per day for her maintenance medicine.

267

268 **Updates from SGOD Dr. Noel G. Cabaltera**

269 Complementary Academic Performance was the implementation of Oplan Kalusugan sa
270 DepEd and therefore partial realization of the program was the WINS approach in DepEd.
271 There were two schools which are already in the three (3) star approach of WINS such as
272 San Juan Integrated School for Elementary and Perpetual Help National High Schools for
273 the Secondary and they will be given recognition and they will be awarded soon in region
274 and national level. Sir Noel Cabaltera likewise announced that there are Elementary Schools
275 and Secondary Schools with two stars approach. After the announcement, awarding of the
276 WINS best performing Schools with three stars followed.

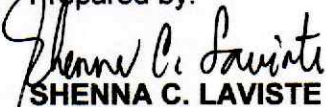
277
278 Before the closing remarks, SDS Mariano B. De Guzman suggested that next MANCOM
279 meeting the minutes will be distributed to all the members atleast a day before the MANCOM
280 and sent to the respective email addresses so that there will be no more reading of the
281 previous minutes and go directly to the matters arising from the previous minutes. Showed
282 also appreciation to all those who are responsible in the preparation of the meeting SGOD
283 and North District and the in-charge of the minutes was also recognized.

284
285 Closing Remarks..... Dr. Noel G. Cabaltera.

286
287 Closing Prayer..... Nestor P. Nagrampa, SH Sta. Isabel Elementary School

288
289 The MANCOM Meeting adjourned at: 1:44 pm.

Prepared by:


SHENNA C. LAVISTE
Principal I/Sta. Teresita ES


MEDALYNE S. EBRON
Principal I/Tubigan ES


GLENDA T. SEGUI
Head Teacher III/San Ramon ES

Noted:


NOEL L. DESQUITADO
Principal II/OIC-PSDS

Reviewed by:


ELENA M. LOQUIAS
Principal I/Cristo Rey IS

Attested by:


MARIANO B. DE GUZMAN, CESO V
Schools Division Superintendent