MINUTES OF THE 2ND MANCOM MEETING  
@ Supang-Datag National High School  
May 30, 2018

Attendance:

<table>
<thead>
<tr>
<th>District/Office</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDO</td>
<td>37</td>
<td>18</td>
</tr>
<tr>
<td>Bagamanoc</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
<td>Bato</td>
<td>16</td>
<td>0</td>
</tr>
<tr>
<td>Baras</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>Caramoran</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Gigmoto</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Pandan</td>
<td>17</td>
<td>5</td>
</tr>
<tr>
<td>Panganiban</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>San Andres</td>
<td>27</td>
<td>2</td>
</tr>
<tr>
<td>San Miguel</td>
<td>23</td>
<td>0</td>
</tr>
<tr>
<td>Viga</td>
<td>18</td>
<td>1</td>
</tr>
<tr>
<td>Virac</td>
<td>41</td>
<td>2</td>
</tr>
<tr>
<td>Secondary Schools</td>
<td>35</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>275</td>
<td>41</td>
</tr>
</tbody>
</table>

Presiding Officer: Socorro V. Dela Rosa, CESO VI  
Schools Division Superintendent

PART 1- OPENING PROGRAM

1. The Management Committee Meeting (MANCOM) commenced at 9:00 o’clock in the morning with an Opening Program. Supang Datag National High School Chorale led the singing of the Philippine National Anthems followed by a doxology, a duet of Ms. Irma Rodriguez and Lea Nazareno both secondary teachers of SDNHS. The host principal, Ms. Mary Rose V. Sta. Rosa welcomed the participants. Antonette Sanchez, a VTC Got Talent Winner 2017 rendered a song intermission number.

2. SDS Socorro V. Dela Rosa delivered her message right after the intermission number. She announced and congratulated the passers of the recently conducted National Qualifying Examination for School Heads (NQESH) of no less than the following school heads:

   1. Arcilla, Napoleon  
   2. Bernal, Maricel  
   3. Barro, Joan  
   4. Floranza, Jason  
   5. Gianan, Jesus  
   6. Lopez, Ma. Magdalena  
   7. Matrienzo, Efren Jr  
   8. Sapanta, Sheila Marie  
   9. Santos, Edgar  
  10. Tabuzo, Jay  
   11. Tayas, Lina  
   12. Villaranda Sherylyn  
   13. Vargas, Janet  
   14. Vitalicio, Julie  
   15. Olarte, Clemente  
   16. Surban, Francis  
   17. Taopo, Janelyn  
   18. Valderama, Danilo  
   19. Del Barrio, Melanie

3. Madam SDS also encouraged those who took the NQESH but failed to pass not to lose hope but to continue on trying again and be positive always.

4. It was announced by SDS that June 4, 2018 is the opening of classes. She emphasized that all teachers must be in school. NO orientation shall be given. Formal classroom instructions shall likely be conducted on June 4 as the first day of classes.

5. SDS also discussed an article about “What do Successful Schools Look Like and How are they Run” by Brian P. Gatens. She mentioned three important things on this article, namely,
1. HIGH LEVEL OF ENGAGEMENT
   - Encourage active involvement of stakeholders.
   - Make sure that everyone works in school.
   - Educating parents especially those who reported in the media/radio. Parents are not considered as benefactors but as part of the children's learning. They are part of their children's learning whether through frequent support, monitoring at home and volunteering in school.

2. POSITIVE SCHOOL CULTURE
   - The most essential factor in any environment is the feeling of safety and security.
   - Ensures not only personal safety but also emotional safety which fosters appropriate academic risks taking by students.
   - Giving emphasis on the emotional safety of the children.
   - Reminding everyone to have emotional safety environment in the school.

3. EFFECTIVE SCHOOL LEADERSHIP
   - Successful schools create management structure that offers leadership and guidance for the staff and foster appropriate behavior.

6. SDS also stressed out the Eight Qualities of a Successful Leader by Jeany Sutcliffe. She encouraged everyone to engage and share because it's never too late to start these eight qualities of successful leaders which includes the following:
   1. Vision
   2. Courage
   3. Passion
   4. Emotional Intelligence
   5. Judgment
   6. Resilience
   7. Persuasion
   8. Curiosity

7. After the meaningful discussion of SDS Dela Rosa, Hon. Agnes B. Pope, the Municipal Mayor of Caramoran arrived and graced the occasion. She inspired the school heads with her message. According to the Mayor, "I really admired the sacrifices of the teachers and school heads in educating our children, that's why I extended my all out support to DepEd family thru SEF". She also encouraged the school heads to orient parents to take part in paying taxes in order to raise the School Education Funds (SEF).

PART II- MEETING PROPER

8. Ms. Eva S. Tolentino, AO IV, checked the attendance and found that majority of the expected participants were present, she declared quorum and called to order for the meeting.
9. SDS Dela Rosa requested the body not to discuss any more in details the minutes of the previous meeting due to time constraints. In case of some corrections and feedback, anyone may send the item/items to SDS to be corrected.
10. ASDS Ma. Luisa Dela Rosa read the agenda of the 2nd Marcom Meeting. It reads as follows:
    1. Opening of Classes, SY 2018-2019
    2. Omnibus Office Rules and Regulations
    3. DepEd issuances
    4. Updates
    5. Other concerns

11. Janet Vargas, the newly passed school head moved for the approval of the agenda for the meeting and unanimously seconded by the body.

Schools Division Superintendent's Hour

12. SDS Dela Rosa informed the group about the complaint received from a radio regarding the issue on non-deployment of a full-fledged principal to a certain school in San Miguel South District particularly Alma ES. She replied to the radio announcer that there was no qualified school principal yet to be deployed in Alma ES. She further explained that the moment SDO Catanduanes has already principal passers this concern will be addressed the soonest possible
time. According to SDS, media/ radio are NOT the proper venue to report directly the issues and other concerns you have in schools. It's the Schools Division Office.

13. Issue on Bicol Meet about the appropriation of funds. SDS told the group that the budget came from the SEF. The SDO has no control on the disbursement of funds especially on transportation allowance.

14. On transfer of teachers. SDS informed the group that there is a bulk of letter request of transfers at the office. She requested school heads to please help explain and disseminate the office policy to the teachers that there must be valid reason/s of transfer not the difficulty they have experienced in going to school and as nursing mother.

15. A Baseline Data Survey of all schools to be conducted by NIELSENS Company on the status and amount of electricity consumptions.

16. Interfaith prayer must be done after the Panunumpa sa Watawat.

17. Omnibus Office Rules and Policies. Every school is required to prepare this.

- No need for teachers to submit volume of documents to SDS as MOV's. School heads could do innovations like data based checklists. MOV's must be filed at the office for reference purposes only.
- Zero Waste Management - It should start with the teachers in the classrooms.
- Smoking Area - School is strictly a non-smoking area.

18. A National Leadership Trainings sponsored by Aboitiz and City Savings will be conducted in Cebu, Philippines. SDO Catanduanes is fortunate to be given 10 slots for school heads to this one of its kind leadership training. This training will develop the self-confidence of the school heads.


- For SY: 2018-2019. Learner who will turn five (5) years old within this school year can be accommodated to Kindergarten provided they pass the Philippine Early Childhood Development (PECD) Checklist.
- A learner who is over-aged like 7 yrs and above and without kindergarten experience or early childhood may subject for Kindergarten Catch-Up Program (KCEP) for two months pursuant to DepEd Order No. 47 s. 2016.

# Dr. Custodio clarified the issue regarding the age requirement of a kindergarten pupil pursuant to DO No. 20 s. 2018. She emphasized that children who will turn 5 years old within SY 2018-2019 cannot automatically enroll in Kindergarten. The condition is, "if they pass the PECD Checklist." Reason: A child should manifests readiness and is highly capable to learn the competencies found in the kindergarten curriculum intended for a five-year old children.

Assistant Schools Division Superintendent’s Hour

20. On DepEd issuances:

a. DepEd Order No. 25 s. 2016: School Calendar

- ASDS Dela Rosa presented the school calendar for SY 2018-2019 to start on June 4, 2018 and end April 5, 2019. She emphasized the 208 school days inclusive of Inset & PTA Meetings, 200 class days and 187 non-negotiable contact days. She highlighted also that physical appearance of school heads in school is a must.
- PTA General Assembly maybe conducted on June 2, 2018 before the opening of classes.
- PECD must be administered for planning of interventions.
- December 22, 2018- start of Christmas Vacation and January 2, 2019-resume of Classes
- ASDS pointed out that school calendar is used for planning activities in your respective schools.
b. DepEd Order No. 9 s. 2005: Time-On Task Policy

- Time-On Task on instructional aspects of school heads.
- SDS shall ensure that the 5-day break shall be used for school in-service training.
- Monthly instructional reports submitted from June to March 2018 reflects the Percentage of 70% Supervision and 30% Administration.
- The following schools have conducted classroom observations, these were the following school heads:
  - Marino Pantaleon with 64 observations conducted with tools in a year.
  - Lee Arcilla: 58 observations with tools also.
  - Allan Gud: 56 observations with tools.
  - Soleded Gianan: 94 observations w/o tools.
  - Minnie Lopez: 72 observations w/o tools.
  - No records of observations in the secondary schools.
- Revisit Instructional Leadership. With these data presented, this could help the CID chief to create policies on how to improve the classroom instructions. This could also be the basis of coming-up in-service training for school heads on supervision of instructions.
- ASDS stressed out that when school heads visit classrooms extend help and assist teachers rather than finding faults.
- Reminded the school heads of the AuRA pinned in their work which are Authority, Responsibility, and Accountability.

As closing statement of ASDS, she explained the Time Management Matrix represented with Four quadrants:

<table>
<thead>
<tr>
<th></th>
<th>I Urgent and Important</th>
<th>II Important but Not Urgent</th>
</tr>
</thead>
<tbody>
<tr>
<td>III Not Important but Urgent</td>
<td>IV Not Important Not Urgent</td>
<td></td>
</tr>
</tbody>
</table>

- According to her Q1, urgent and important means we have to ACT!
- Q2, important but not urgent means quadrant of quality. Needs time for refinement and expertise. Empower others.
- Q3, Not important but urgent, is a quadrant of deception.
- Q4, Not important and not urgent means of waste of time. More time on gossiping and loitering.
- FOCUS more on Q1 and Q2 rather than Q3 and Q4 especially that the school year is just beginning.

21. Oplan Balik eskwela:
- Links:
  - deped-in/ob Catanduanes
  - Depedprovcatanduanes.com
  - catanduanes@deped.gov.ph
  - DepEd SDO Catanduanes page
- NO Collection Policy
- Incident Report System- Link: deped.in/rscatanduanes. SHs may send thru this link the incidents happened in their respective schools during enrollment period.

22. The morning session ended at 12:00nn and in the afternoon updates were given by the respective Chiefs of Office. It started at 1:00PPM.
23. Mr. SANTIAGO JACKY VILLAFUERTE - Regional Representative discussed matters on the following salient features:

- Enrollment Policies (D.O.47 & 20)
- Completion of major/minor repairs
- No Collection Policy
- Distribution of Teaching Loads and Designations
- Complete attendance of teachers
- Initial findings during Brigade eskwela 2018
- Submission of Documents Re Entitlement of Service Credits for BEFF 2018
- Readiness of SHS for BEFF 2018
- Submission/compliance for school sites documentation
- Others

24. CID c/o Dr. Josefa V. Zape

KINDERGARTEN
- 3-Day Division Training on Kindergarten Workshop for Kindergarten Teachers, School Heads and PSDS on Kindergarten Pedagogies, Child Centered Approaches and Classroom Based Assessment on June 14 to 16, 2018 for teachers while for SHS and PSDS on July 6 & 7, 2018.
- PECD shall be administered on the first week of June 2018. Results to be submitted on June 30, 2018 by district.

SCIENCE AND HEALTH
- Regional Training on Science Critical Content on June 16 - 30, 2018 at Regent Hotel Naga, City

SPED
- Schools with existing SPED Classes, learner with special needs be categorized in the regular classes

ALS
- Learners must be enrolled in the BEIS.

ENGLISH
- To conduct Phil-IRI orientation for grades 4 to 6 - Reference: DepEd Order No. 14 s. 2014
- Schools where LAC ELLNP still ongoing shall finish their school LAC Sessions
- Mandarin Language planned to be piloted at Bato Rural Development High School
- Division Reading Recovery to start on July 1, 2018 for 2nd batch
- Division Target Setting for Junior HS and SHS on May 3, 2018 at Rakiell Inn
- Regional Junior HS English PRIMALS on September or October 2018

LRMDS
- 90% registration of teachers to LRMDS Portal
- SHs must also register at the portal

ESP
- Regional Memorandum No. 67 s. 2016 - ESP should be given equal importance as to other learning areas.
- Issues:
  - ESP has limited time allotment; hence the allotted time for this must be maximized
  - Time for ESP shall not be utilized for cleaning and other extra-curricular activities

MATH
- Regional Training Critical Content in Mathematics on June 16 - 30, 2018 at Regent Hotel Naga, City
25. BUDGET CONCERNS (c/o Ma. Cielo Tuballe)

- Issues on unpaid obligations/salaries for 2017 were due to the change policies of the DBM. No more continuing funds this time. She will ask help from assistance from the Central Office to settle the unpaid obligations of the previous years.
- 10M is intended for loyalty payment, Step Increment, Salary Differential, & Certificate of last payments for retirees.
- For Monetization, submit request to Mr. Glen Camacho

26. SGOD UPDATES (c/o Mr. Miguel C. Ogalinola)

PLANNING AND RESEARCH (Raquel Pahuyo)

- No research proposal was submitted for funding, only for promotion purposes only.
- Interested researchers may get a copy of the Research Management Guidelines at the Planning Office
- Research proposal shall be evaluated by the Schools Division Research Committee
- 30k allotted funds for six months duration on classrooms based researches.

Additional informations/suggestions given by ASDS Dela Rosa regarding Research Proposal:

- There must be school committee to evaluate the research proposal before submitting to the SDO Research Committee
- There is a need to develop the Culture of Research
- Researches could be done by teams
- Encourage teachers to do Action Research
- Revive the PRAISE Committee in School

M & E (Sarah Chong)

- DM 068 s. 2018 re the conduct of the NAT for Grade 12 by June 2018 for sample schools only.
- Issues: Some of the students may not be able to report on time of assessment.
- Reason: They may be enrolled in other schools outside the province.

Medical Section (Dra. Santelices)

- OK sa DepEd- Oplan Kalusugan, Millennium Goals No. 1
- School Feeding Program - Schools without Terminal Report
  - Basco East District (Bato Central, Libjo, Mintay, San Pedro)
  - Baras South (Maculata, Carugumihan)
  - Camaroran North (Fanique)
  - Pandan East (Loudes)
  - San Miguel South (Boton)
  - Viga East (Villa Aurora)
  - Viga West (Sagrada)
  - Virac North (Taytay)

#SDS required the SHs of the above-mentioned schools to give utmost attention to submit the Terminal report on or before June 1, 2018. This is an Urgent Concern.

- Division Drug Testing: Junior and High School Students first then to follow the elementary pupils.
- Launching of "ONE HEALTH WEEK" OK SA DEPED-OPLAN KALUSUGAN on July 9, 2018. This is to be implanted in all schools.
- Baseline Nutritional Status due on June 8, 2018 Memorandum released dated May 22, 2018.
- To submit Form 86, Phil health, Xray.
- "BP Ko, Alaga Ko" program/project of Medical Section.
BRIGADA ESKWELA (c/o MIGUEL C. OGALINOLA)
- ON Brigada Eskwela: Only 77% schools reported about BE 2018.
- Operation Tuli during BE is counted as donations.
- SEF allotment is not included in the amount accumulated during the BE.
- Submit Adopt- A School Program report.
- Meeting of the Municipal Selection Committee on BE Evaluation will be on June 2, 2018.
- Include only resource generated from January to June 2018.
- Service credits for teachers: straight 6 days is entitled for 3 days service credits.

# PSDS Merly Gonzales reacted to the Division Memorandum released to the field re Brigada Eskwela Winners, that there was a mistake in the category of Bato Central ES which was categorized under Medium Category. Bato CES is under Large School Category.
# Suggestions/ reactions were noted.

27. ICT (c/o JENNIFER METICA)
- DCP Delivery schedule (Batch 35-36).
- Interactive projector for K-3.
- Maintain the Cleanliness of the ICT Rooms.
- Unserviceable units shall be reported to supply office for retrieval purposes.
- Activate DepEd Email accounts. Those who will reset the DepEd Email Account shall request approval from the SDS.

28. Before the adjournment, the host school was awarded by a Certificate of Appreciation followed by the Certificate of participation and appearance to the participants.

29. The VOTE OF THANKS was heartily given by ASDS Ma. Luisa T. Dela Rosa.

ADJOURNMENT

30. The meeting was adjourned at 4:45 o'clock in the afternoon.

Prepared by: [Signature]
GINA L. CUSTODIO, Ed.D.
EPS, Kindergarten/ Private Schools/ MG

NOTED:

[Signature]
JOSEFA V. ZAPE, Ed.D.
CID- Chief

Recommending Approval:

[Signature]
MA. LUISA T. DELA ROSA
Asst Schools Division Superintendent

APPROVED:

[Signature]
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent