



Republic of the Philippines
Department of Education
Region 02 (Cagayan Valley)

SCHOOLS DIVISION OFFICE OF ISABELA

Alibagu, City of Ilagan, Isabela 3300

www.deped-isabela.com.ph (078) 323-0281/323-2015 isabela.depedro2@gmail.com



SPECIAL MANAGEMENT COMMITTEE (ManCom) MEETING

Host	Raniag National High School, Ramon District Raniag, Ramon, Isabela
Date	November 6, 2018
Venue	Raniag NHS, Covered Court

PROGRAM OF ACTIVITIES

November 6, 2018

8:25 – 9:25 am	Preliminaries	Host School/ District
9:25 – 9:35 am	Call to Order	ASDS Rachel R. Llana, PhD, CESE
9:35-10:00 am	Determination of Quorum	
10:00-10:30 am	Reading and Approval of the Minutes of the Previous Meeting	
	Business Arising from the Minutes of the Previous Meeting	
	Presentation and Approval of the Items in the Agenda of the Meeting	
ManCom Proper/ Discussion of Approved Agenda/ New Business		
10:30-10:50 am	ISO Journey Updates	ASDS Rachel R. Llana, PhD, CESE
	Reports of Officers/ Standing Committees/ Program Implementation Updates	
10:50 – 12:00 noon	From the School Governance and Operations Division	OIC-SGOD Chief Jesus D. Antonio, PhD
12:00-1:30	LUNCH BREAK	
1:30-5:00pm	Curriculum Implementation Division	OIC-CID Chief Rodrigo V. Pascua, EdD
	General Administrative and Support Services – OSDS	AO-V Susan P. Bartolome, PhD
	Finance Section	AO-V Rhodora L. Pascua
	Information Technology Unit	ITO Orlando T. Nicolas Jr.
	From the Office of the Assistant Schools Division Superintendent	ASDS Rachel R. Llana, PhD, CESE
	Superintendent's Hour • Organization Development Directions • Updates	OIC-SDS Reynante Z. Caliguiran, PhD, CESE
	Adjournment	ASDS Rachel R. Llana, PhD, CESE



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MINUTES OF THE MEETING Special Management Committee (ManCom) Meeting Raniag National High School Raniag, Ramon, Isabela November 6, 2018

AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
Call to Order	1	ASDS Rachel R. Llana, PhD, CESE called the meeting to order.	
Determination of the Quorum	2	ASDS Llana certified and declared that there is quorum of the Special ManCom Meeting	
Reading of the Minutes of the Previous Meeting	3	ASDS Llana read the Minutes of the Previous Special ManCom Meeting. No clarifications or business arose from the previous Minutes.	
Approval of the Minutes of the Previous Meeting	4	Dr. Merlina Josue, Schools District Supervisor of Naguilian District moved that the Minutes of the Special ManCom Meeting be accepted and approved. The body seconded the motion. The Minutes of the Previous ManCom was moved and seconded for approval.	
Presentation/ Approval of the Agenda	5	ASDS Llana presented the items to be discussed: 1. ISO Journey Updates 2. Program Implementation and Next Steps 3. Organizational Development Directions 4. Other Matters	

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	6	PSDS Merlina Josue moved for the approval of the prepared agenda. The body seconded the motion.	
ISO 9001-2015 JOURNEY UPDATES	7	ASDS Llana presented updates on the ISO Certification preparation of the Schools Division of Isabela. She discussed the importance of the ISO journey and its implication in improving Quality Management System (QMS). She stressed that everyday should be an ISO day by doing the 7s and the PDCA (Plan, Do, Check, Act) Model. She also discussed the processes of the different offices/units of SDO Isabela and reminded everyone to follow the processes and procedures to ensure smooth transaction in the SDO. She announced that the external audit will be on November 21-23, 2018.	Reminders/Recommendations: ASDS Llana solicited the support of the body on the ISO journey and told that they can contribute in improving processes by doing the following: ▪ Register/ log-in at the front desk ▪ Submit documents with transmittal ▪ While waiting, stay at designated area/s in the lobby. Park waiting is discouraged. ▪ Observe proper queueing ▪ Transact with correct/ proper personnel ▪ Fill-out the Customer Feedback Form and return to front desk officer on the same day ▪ Documents with tracking/ for approval must be submitted first to the O-ASDS (<i>Permit to study/ Research/ Innovation/ Development projects/ Travel authority/ Accomplishment Report</i>) ▪ Attach memorandum when seeking approval of Travel Orders

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AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
PROGRAM IMPLEMENTATION AND NEXT STEPS FROM THE OFFICE OF SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD) JESUS D. ANTONIO, PhD <i>OIC-Chief Education Supervisor</i> SGOD	8	OIC-SGOD Chief Jesus D. Antonio presented the accomplishments of the different units of the School Governance and Operations Division (SGOD) via slide decks. On School Management Monitoring and Evaluation (SMME), he highlighted the following accomplishments: • Endorsed application for permit/recognition of 35 private schools; • Consolidated third quarter Division Monitoring, Evaluation and Adjustment (DEMA); and • Validated SBM level of practice of four (4) schools	Reminders • Schools/districts are reminded to conduct 4th quarter MEA in December using the templates at http://tinyurl.com/SDOISABELA-MEATEMPLATE • SBM consultative conference will be conducted in November • Regional Assembly of SBM practitioners is scheduled in December • All schools are required to submit tri-fold fliers on SBM practices. Deadline of submission is on November 26, 2018

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PROGRAM IMPLEMENTATION AND NEXT STEPS FROM THE OFFICE OF SCHOOL GOVERNANCE AND OPERATIONS DIVISION	9	In Human Resource Development (HRD), the OIC SGOD Chief enumerated the accomplishments of the SDO along Learning and Development (L&D), to wit: ▪ Sent 14 pax to the Pre-Retirement Innovation and Options for Results for DepEd RO2, Oct. 1-3, 2018 ▪ Conducted Training of Trainers for Midyear INSET on Oct. 17-19, 2018. ▪ Complied with RM No. 109, s. 2018 re: Service-oriented, Talented, Affective, Resilient, Spiritual-driven (STARs) awards	
	11	Social Mobilization and Networking SGOD Chief Antonio presented the following accomplishments of the SMN: ▪ Issued Certificate of Acceptance to Children's Hour Philippines Foundation, Inc for the proposed donation of 2-3 classroom buildings at Cansan Elem School and Cabagan Science Elem School ▪ Sought donation of 2 laptops, 2 projectors and 2 tripods to be used by ALS teachers from the City Savings Bank, Inc ▪ Facilitated the accomplishment of deed of donation for 35,055 sq.m. parcel of land by	

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	Benjamin Valdez of Echague, Isabela in favor of DepEd-Isabela. - Entered into a MOA with Security Bank Foundation, Inc., Ateneo de Manila University, and Municipality of Alicia for the construction of two (2) storey, six (6) CL building for Alicia East Central School. The total land area is 602.3 sq.m. - Facilitated the turn-over and launching of the school feeding program by the <i>Feed the Children Philippines</i> with 750 children each from San Pablo, Sto. Tomas and Sta. Maria Districts.	
11	OIC-SGOD Chief Antonio reported the status of submission of the following reports: - SEF reports for the third quarter (3 districts submitted as of Nov. 5) - Resource Gap Profile/Assessment Tool for the 3rd quarter (25 reports submitted as of Nov. 5) - Quarterly Resource Gap Profile/Assessment Tool (25 District as of Nov. 05)	Reminders: He reminded the body to submit the following reports to the SGOD on or before November 12, 2018: - SEF reports for the third quarter - Resource Gap Profile/Assessment Tool for the 3rd quarter - Quarterly Resource Gap Profile/Assessment Tool



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	12	On DRRM SGOD Chief Antonio cited that SDO-Isabela through the DRRM focal person conducted module roll-out and capacity building for school DRRM coordinators of Dinapigue and Palanan, Isabela. He also reported that SDO provided psychological first aid for personnel affected by typhoon Ompong in Palanan, Isabela He also reported the status of typhoon Rosita RADAR report as of November 5, 2018: ▪ RADaR 1 = 42.36% ▪ RADaR 2 = 40.95%	Reminder: He called for prompt submission of RADaR Report to provide the SDO a clear picture of the damages brought by typhoon Rosita.
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	13	Planning and Research SGOD Chief Antonio reported the following: - Total number of newly-established schools for SY 2018-2019 - Total enrolment for 2018-2019 - Status of newly-created positions - Status of endorsed research proposals, approved IGP, and completed innovations. He announced that uploading of school profile for public schools in BEIS is now available.	Reminders: Profile and assignment of newly-hired teachers must be submitted on or December 15, 2018. The new templates for Proposal Sheet and Authority to Fill must be used.
	14	The School Health and Nutrition Section conducted the following: - Rigid canteen monitoring both in elementary and secondary schools - Medical and Dental Outreach in Maconacon and Divilacan He announced that the SHN will conduct the following activities: - Citronella soap making training for SDO-Isabela Health Personnel - Simultaneous Drug Symposium on the 2nd week of November - WinS monitoring	Reminder: He encouraged all schools to conduct lecture on diabetes to increase awareness on diabetes prevention

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	15	For the first quarter, the Youth Formation Program accomplished the following: ▪ Conducted Leadership Summit and Youth Leaders Management Workshop ▪ Provided TA on youth formation program to schools and districts	• RTOT on TATP is scheduled on November 17-21, 2018 at Cauayan City • Mass training of guidance counselors and career advocates on career guidance trends and strategies will be on November 11-15, 2018
	16	SGOD Chief Antonio reported the following accomplishments of SDO Isabela along education facilities ▪ Monitored and upgraded electrical system of on-grid schools (batch 1) 45 schools ▪ Validated school buildings damaged by Typhoon Ompong and prepared programs of work for 80 schools ▪ Procured and upgraded electrical system of on-grid schools (batch 3, 36 schools)	



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	17	He presented the following accomplishments of SDO-Isabela along sports program ▪ Selected 533 qualified athletes for the 2019 CaVRAA Meet ▪ Sent 13 coaches to the National Training in Sports Coaching for intermediate and developmental levels in Palawan He also announced the proposed date of training for CaVRAA Meet qualifiers and the proposed billeting quarters for the regional sports fest.	
	18	The SGOD Chief commended Raniag National High School for being the Gawad Kalasag Hall of Fame awardee and for being the official entry of SDO Isabela to the following national contestsL ✓ National Search for Barkada Kontra Droga Implementer ✓ National Search for Most Eco-Friendly School	Reminder: He reminded the following schools to prepare all documents needed for the validation of SBM level of practices to be conducted by the Regional Office: • Sto. Tomas National High School • Muñoz National High School • Luna Central School • Raniag High School

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K TO 12 PROGRAM IMPLEMENTATION AND NEXT STEPS FROM THE OFFICE OF THE CURRICULUM IMPLEMENTATION DIVISION Rodrigo V. Pascua, EdD <i>OIC-Chief Curriculum Implementation Division</i>	19	Rodrigo V. Pascua, EdD, OIC-Chief of the Curriculum Implementation Division, reported the accomplishments of the CID along K to 12 Program implementation. He highlighted in his presentation the achievements of the division in the following areas: ▪ Contextualization and localization of learning resource materials ▪ Continuing professional development of teachers and school heads on teaching methodologies, content, approaches, curriculum management, and contextualization of learning resources He commended the following teachers who qualified to the National Story Book Writing Contest: ▪ Junah B. Valdez, Alicia East District ▪ Junah B. Valdez, Alicia East District ▪ Michael Kevin A. Monforte, Cabatuan NHS	Reminder: The CID Chief announced the upcoming activities of the CID: ▪ Pandibisyon na Paligsahan ng Ispeling 2018: "Ispel Mo" and Tagisan Ng Talento 2018 on November 8-9, 2018 at Burgos National High School ▪ 2018 Division POPQUIZ on November 8, 2018 ▪ Division Training of Teachers in Filipino cum Lesson Explainers & Learning Resource on November 20-22, 2018 ▪ Workshop on the Development of TVL Learning Resources on November 4-14, 2018 at Lubao, Pampanga. Participating schools are Delfin Albano HS-Main, Doña Aurora SHS, Gamu Rural School, Quezon NHS, San Mariano NHS-Main, St. Paul Vocational HS, and Reina Mercedes VIS He reminded the body to submit names of participants for the 2019 Metrobank-MTAP-DEPED Math Challenge using MMC Form 1 (in hard copy) on November 10-17, 2018. He stressed that walk-in participants will not be entertained

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SPECIAL PROGRAM IMPLEMENTATION AND NEXT STEPS FROM THE OFFICE OF THE CURRICULUM IMPLEMENTATION DIVISION Rodrigo V. Pascua, Edd <i>OIC-Chief, CID</i>	20	The CID Chief also reported the status, accomplishments and next steps of the different special curricular programs. He highlighted the accomplishments of the Special Program in Journalism (SPJ), Indigenous Peoples Education (IPEd), Kindergarten Program, STVEP, and Multigrade along the following areas: ▪ Curriculum contextualization ▪ Development of localized learning resource materials ▪ Continuing professional development of teachers and school heads He stressed that the CID is committed in making the different special curricular programs responsive by producing localized materials. As of November 5, 2018, the CID led the development of: ▪ 120 lesson exemplars and 20 new big books for IPEd ▪ 75 localized materials for SPJ ▪ Complete lesson exemplars for Kindergarten from week 1 to week 40 He also emphasized the need to expand the special programs to cater to the diverse needs of learners.	Reminders: He reminded the body to inform the RSPC qualifiers to attend the Live-in Critiquing and Writeshop on Nov. 7-9, 2018 at Mabini National High School. Non-attendance, he said, means replacement of the contestant. He also asked them to report any replacement of contestants to the RSPC one week before the scheduled contest on November 17-20, 2018 at Ilagan City. He also announced that the Division Orientation Training Workshop on the Use of DLPs in the Multigrade Program is on November 14-16, 2018 Vercida Hotel – Upi, Gamu, Isabela

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	21	CID Chief Rodrigo Pascua presented the results of the National Achievement Test (NAT) for Grade 6 and Grade 10, saying that much is to be done to improve NAT performance. The 37.76 overall MPS for Grade 6 and 40.76 overall MPS for Grade 10, he said, call for immediate intervention to improve learning outcomes. He also announced the schedule and the identified schools for the upcoming international achievement tests. • Sampled schools for the National Testing to be conducted by SEAMO are Mabini Elementary School of Gamu District and Dungko Elementary School of Palanan District. • Orientation for School Heads and Test Administrators will be on November 20, 2018 at Bayview Park Hotel, Manila. • Sampled schools for the TIMMS are Roxas East Central School. Training of Division Testing Coordinators, School Head, and Testing Administrators will be on November 12, 2018 at Olongapo City.	Reminders: • Instructional interventions must be crafted to address least mastered competencies. • Close monitoring and supervision must be in place to ensure proper implementation of interventions. • PSDSs are required to monitor five schools every month and submit Monitoring Accomplishment Report every first Friday of the month.

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SHS Update Laila A. Taguinod EPS, Division SHS Focal Person	22	Senior High School Focal Person Laila A. Taguinod required SHS implementers to comply with the provisions of Division Clarificatory Policy Guidelines to Annex D: Memorandum of Agreement (MOA) for Work Immersion Partnership under DepEd Order No. 30, s. 2017. She stressed that all expenses to be incurred in the Partnership Building Agreement (PBA) will be charged to the local funds, subject to the usual accounting and auditing rules and regulations. She also made the following clarifications: - Only those competencies that need to be enhanced should be included in the list of competencies for Work Immersion. - Not everyone should undergo Work Immersion especially if there are limited partner-industries in the community. - In-campus Work Immersion may be adopted, provided that an W1 Monitor will be designated and an external evaluator is tapped to assess the mastery of the learners on the target competencies.	Reminders/Recommendations - No collection for Work Immersion - Partner-industries should not also collect any amount from the students - The school head should serve as the School Partnership Focal Person or may assign other teacher to do the task. - Alternative scheme for W1 may be adopted, provided it is approved by the Regional Director. - For schools with Registrar, SHS Class Program should be prepared by the SHS Registrar. - For schools without Registrar, the School Head is tasked to do the Class Program with the assistance of the ADAS and other team members. - Request for additional elective subject/s for GAS should be one semester before the first day of the succeeding semester. - Application for additional track or strand is until November 30, 2018.



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Updates from the General Administrative and Support Services – OSDS Susan P. Bartolome, PhD <i>Administrative Office V</i>	23	Human Resource Susan P. Bartolome, PhD, Administrative Officer V, reported the status of appointments for DOLE items, ALS Mobile Teachers items, and SPET as of November 6, 2018. On Chain Promotion, she informed that teaching positions are exempted from the provisions of Sections 30 and 96 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA). Thus, DepEd may publish anticipated vacant teaching positions earlier than sixty (60) days prior to actual vacancy. She shared CSC Resolution promulgated on June 13, 2018 which resolved that as a prior notice, DepEd is directed to annotate its promotional appointments to indicate that the appointee shall be reverted to its former position in case the promotional appointment of the previous position holder is disapproved/invalidated.	Reminders She required the body to submit the following on or before November 15, 2018: • Copy/ies of the teachers' appointments who undergo reclassification • Philhealth requirements • GSIS requirements in updating records She also urged them to update their PSIPOP since anniversary bonus will be based on updated records.

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		She added that appointments to Teacher I positions shall bear the notation that the appointment is subject to the CSC attestation of the promotional appointment of the previous position holder. She mentioned that the CSC required at least 17 days gap in chain promotions which covers the 15 days publication and 2 days assessment process. Vacancies, she said, shall be published at the official website of the CSC. For transfer, longer period is required due to major compliance of documentary requirements. On Issuance of Assignment Orders She said that the HR Office issues Assignment Orders only upon the approval of the Schools Division Superintendent. This applies to all positions. For TIC Assignment Orders, the applicant is required to undergo assessment.	.

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	24	Supply AO Bartolome reported that as of November 6, 2018, only 13 districts submitted the School Building Report. She requested the remaining schools and districts to submit the said report since this will be used for application of insurance.	Reminders: ▪ Condemnation/demolition of school buildings should be compliant with DepEd Order No. 107, s. 2010. ▪ On condemnation of DCPs, she required the body to coordinate with the IT Officer and the latter will recommend action based on the validity of the reasons and proofs for condemnation.
Updates from the Budget Office Rhodora L. Pascua <i>Division Budget Officer</i>	24	Budget ▪ Rhodora L. Pascua, Division Budget Officer presented the latest Budget Utilization performance of the division via slide deck, to wit: ✓ Current Year Allotment vs. Obligation vs. Disbursements ✓ Over-All Budget Utilization Rate (As of October 31, 2018) ✓ Allotments, Utilizations and Disbursements Of Schools. ▪ She commended the top 10 schools in terms of BUR (Quezon NHS, Benito Soliven NHS, Luna NHS, Delfin Albano NHS-Main, Salinungan NHS, Don Mariano Marcos NHS, Addalam Region HS, Roxas NHS, Sandiat NHS and San Pablo NHS	Reminders: She requested the body to submit the following: ▪ Requirements for integration/payment of lump sum ▪ Payrolls (with ORS & Disbursement Vouchers) for the remaining 4 months (September to December) for claims on Special Hardship Allowance ▪ Payrolls (with ORS & Disbursement Vouchers) for Loyalty Pay 2018 ▪ Claims for Cash Allowance 2018

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		- On latest provision on the grant of clothing allowance The Budget Officer cited Item 9.1 of Budget Circular No. 2018-1 dated March 8, 2018 which provides that a newly-hired employee may qualify to the grant of U/CA only after rendering six (6) months of service, and if expected to render services for at least six (6) months for the rest of the year. - On the provision on the grant of YEB AND CG She shared that Year-End Bonus (YEB) equivalent to one (1) month basic pay as of October 31 and Cash Gift (CG) of P5,000 shall be given to entitled government personnel not earlier than November 15 of the current year, provided the personnel - has rendered at least a total or an aggregate of four months of service from January 1 to October 31 of the current year - remains to be in the government service as of October 31 of the same year.	Reminders - Deadline of submission of request for funding requirements to the Regional Office and DBM is earlier than November 15, 2018. <i>(This includes Request for NCA of Sub-AROs received for the Procurement of TVL-SHS Tools and Equipment of the recipient schools: Quezon NHS, Santa Maria NHS, San Mariano NHS, San Mateo VIHS, and Reina Mercedes VIS</i> - Utilization of the TVL Funds will be until December 31, 2018 only

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AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
Updates from the Accounting Section Karen Pearl Sampang Accountant III	25	▪ Karen Pearl Sampang, Accountant III, presented the following status of report submission for 3rd Quarter Financial Reports for Implementing Units (IUs). The top five (5) schools are: 1. Don Mariano NHS 2. Roxas NHS 3. Quirino NHS 4. Caliguian NHS 5. Saint Paul Vocational and IS <i>Schools with no report as of Nov 6 include:</i> 1. Addalam Region HS 2. Dibuluan NHS 3. Luna NHS 4. San Agustin NHS 5. San Antonio NHS 6. San Mariano NHS 7. Ugad HS	



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	26	- Top 5 schools in terms of Monthly Report Of Disbursements (Implementing Units) are 1. Regional Science HS 2. Roxas NHS 3. Palanan NHS 4. Quirino NHS 5. Raniag NHS - Schools with NO Monthly Report of Disbursements (Implementing Units) as of November 6, 2018 1. Dibuluan Nhs 2. Isabela School Of Fisheries 3. Ramon Nhs 4. Rizal Region NHS 5. San Agustin NHS 6. San Jose NHS – <i>no transaction for the month</i> 7. Tumauini NHS - She also presented the top 3 performing districts in terms of MOOE liquidation as of November 6, 2018: 1. San Mateo North District 2. San Agustin District 3. San Pablo District	

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27	▪ Top 2 Junior High Schools with MOOE Liquidation Report 1. Dinapigue NHS 2. Gen. Emilio Aguinaldo NHS ▪ Top 4 SHSs with MOOE Liquidation Report 1. Lalauanan NHS 2. Dinapigue NHS 3. Gen. Emilio Aguinaldo NHS 4. Malalinta NHS ▪ SHSs with NO liquidation reports submitted CY 2017 unreleased MOOE <table><thead><tr><th>SCHOOL</th><th>AMOUNT UNLIQUIDATED</th></tr></thead><tbody><tr><td>DIVILACAN NHS</td><td>14,000.00</td></tr><tr><td>DON MARIANO NHS</td><td>228,000.00</td></tr><tr><td>JONES RURAL SCHOOL</td><td>459,000.00</td></tr><tr><td>STO. NINO IS</td><td>42,000.00</td></tr><tr><td>CY 2017 MOOE</td><td></td></tr><tr><td>Don Mariano NHS</td><td>245,000</td></tr></tbody></table> Recommendations ▪ OIC-SDS Caliguiran recommended that the Finance Division should provide Technical Assistance to schools with problems on MOOE liquidation ▪ He urged them to liquidate report until November 15, 2018 ▪ School heads assigned in big schools with problems on MOOE liquidation shall be transferred to smaller schools.	SCHOOL	AMOUNT UNLIQUIDATED	DIVILACAN NHS	14,000.00	DON MARIANO NHS	228,000.00	JONES RURAL SCHOOL	459,000.00	STO. NINO IS	42,000.00	CY 2017 MOOE		Don Mariano NHS	245,000
SCHOOL	AMOUNT UNLIQUIDATED														
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	28	She also informed the body of the following upcoming activities: - Orientation at DBM Regional Office on November 14, 2018. Participants are the School Heads, Bookkeepers/Accountants and Plantilla handlers of IUs - COA Seminar for Property and Supply Management System on November 13-16, 2018. Participants are the Property Custodian/Supply Officers including designated Store Keepers of IUs. Venue is at PSAO Ilagan City. She also stressed the need to follow the new process on claims and approval of PR and PO.	Reminder: - SHS with additional MOOE shall submit Work and Financial Plan and Estimate of Expenditures for the Remaining Months of FY 2018. Deadline of submission is on November 8, 2018. - Financial assistance for schools affected by Typhoon Ompong will be through Cash Advance. Due date is December 15, 2018. - For IUs, last day of submission of request for additional funding and NCA will be on November 15, 2018 - For Non IUs, submit liquidation Report of the Financial Assistance to District level In-Service Training



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AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
	29	ICT Officer Orlando Nicolas relaunched the SDO-Isabela Official website. He presented its different features and the uses of the navigation panel. He told that all issuances shall be uploaded in the official website with web address https://deped-isabela.com.ph	Recommendation He requested the body to visit the official website of SDO Isabela so that they will be updated with the different activities, programs, and issuances of the division.
	30	The ICT officer also reported updates on the DCP Package, saying that this program shall respond to the computer backlog of public schools by providing them hardware and software and training on simple troubleshooting. He also presented the proposed budget for FY 2019 along DepEd's computerization program and the status of DCP Batches 35, 36, 40-44 Survey Compliance. He also explained the guidelines on processing and approval of request for official DepEd email.	



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AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
Updates from the Office of the ASDS Rachel R. Llana	31	ASDS Rachel Llana shared that all gray areas of existing guidelines on assessment are clarified in the Division Memo No. 43, s 2018: <i>Division Clarificatory Guidelines in the selection, promotion and appointment of teaching, related teaching and non-teaching personnel in Schools Division of Isabela will be the basis on the assessment of teaching and non-teaching personnel.</i>	Communicate DM No. 43, s/ 2018 to the field.
	32	Citing 'non-essential' emoticons posted in the group chat for PSDSs, School Heads, and DepEd Non-teaching personnel, the ASDS requested group members to refrain from doing so. She announced that SGOD Chief Jesus D. Antonio is designated as Administrator of the SDO Group Chat. She also announced that there will be only one official facebook account of the SDO and tapped Public Affairs Officers Jay J. Gallegos and Timoteo H. Bahiwal as administrators.	Reminders On Using Social Media ✓ Only the eligible members shall be added in the group chat ✓ Deactivate other FB Accounts (HRD, CID, Non-teaching) and Group Chats. The SDO will only maintain one official FB Account. ✓ Utilize the Official GC for professional and work-related discussions only ✓ For personal sharing, utilize PM ✓ Post pictures or videos of school/ district/division activities in the SDO official facebook account ✓ Only links shall be posted on GCs/ fb



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	She also encouraged those in attendance to conduct midyear convergence with stakeholders for SRC & SIP-AIP Progress Report presentation and to hold Monthly interface/ planning for the month and reporting of accomplishment of previous month ASDS Llana also presented the SDO OPCR and asked the school heads and schools district supervisors to align their OPCR to that of the SDO's. She announced that newly-appointed teachers should take their Oath of Office on November 8, 2018.	On prompt submission of reports ▪ Observe punctuality. Schools are required to purchase biometrics to be used in logging in and logging out of school personnel. ▪ Calendar of activities of schools & districts should be submitted before the conduct of the activity, not after it was implemented. Terminal report/s must be submitted a week after the completion of activities. ▪ School Heads and PSDSs were required to submit Form 6, APP 2018 & Indicative APP for 2019, OPCRf's & Summary of IPCRFs (preferably 3 years), IS/ LAC/ TA Plans, INSET Terminal Reports ▪ Pre-evaluation of OPCRf's of Chiefs & Other Unit Heads and IPCRs of PSDSs shall be on the 3rd to 4th week of November with the rater and the PMT ▪ For SHs, Phase II (Performance Monitoring and Coaching) of the RPMS cycle will be conducted on the 3rd to 4th Week of November
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AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
Superintendent's Hour <i>Reynante Z. Caliguiran, PhD,</i> CESE OIC-SDS	33	OIC-SDS Reynante Z. Caliguiran presented the analysis of the 2017 NAT Results for Grades 6 and 10, saying that the figures are alarming since the overall MPS of Isabela is way below the acceptable MPS of 75% in the 21st century skills in all learning areas. He reported that elementary registered an overall MPS of 37.76% while the secondary posted 40.76% making Isabela second and third at the bottom respectively among the nine divisions in the region.	Recommendations/Reminders • SDO Isabela must focus more on contextualized learning resources • Retooling of non-major teachers • School-based LAC must be intensified focusing on IMs development and DAP ELLN for key stage 1, PRIMALS for key stage 2 (Grade 4-6), and PRIMALS for key stage 3 (JHS) • More hands-on activities in the classroom setting must be observed • Schools strictly follow the use of MTB for key stage 1 • Strategic Intervention Materials (SIMs) development in core subject areas must be conducted. • Capability building of teachers on assessment and test construction along item analysis must be conducted. • Teachers must be freed from non-teaching related tasks and intervening activities to increase engaged time-on-task and to ensure quality instruction.



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	34	OIC-SDS Reynante Z. Caliguiran shared the following updates • Reclassification of MT-III is still open • School Heads of SBM-accredited schools are highly recommended to the RD for reclassification	
	35	He shared that the region already launched the IP Coffee Table Book and expressed his desire to produce the same.	Assignment IPED Focal Person Laila A. Taguinod was tapped to lead the development of IP Coffee Table Book
	36	He also informed the body that he received proposal from the PTA Federation to request financial assistance from the Provincial Government Unit of Isabela to shoulder insurance of SHS students who will undergo Work Immersion.	Assignment SHS Focal Person Laila A. Taguinod was assigned to handle this matter.



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AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
	39	Citing the incidence of the video of a teacher showing cruelty to boy scouts of Reina Mercedes, Isabela, the SDS called for the need to emphasize positive discipline in the classroom.	Recommendations: - No school/district initiated activities will be conducted without the approval of the SDS. - To avoid the same incident, the SDS tapped SDO personnel to quality assure the conduct of camping and required School and District Heads to supervise closely the conduct of the activity. He also advised them to be at the venue 24/7.
	40	On request for transfer, the SDS stressed that the guidelines on transferring teachers shall be strictly followed. Those who served for more than five years from their present station shall be prioritized. He discouraged request for transfer especially those who did not meet the minimum requirements for transfer.	Reminders - He reminded the body that all requests for transfer shall be submitted to the SDO in summer, not within the semester/ school year. - Newly-appointed teachers should commit themselves (in writing) that they are willing to serve to their assigned school for a minimum of three (3) years.



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	41	SDS Caliguiran cited instances where the RQA for secondary was used for elementary. He told that doing so affect instruction since the competencies of the secondary teachers do not meet the requirement for elementary.	Recommendation • The SDS suspended the use of RQA for secondary to be used for elementary. • When assessing teacher-applicants, ICT skills should be considered
	42	The SDS shared that some schools were closed during the onslaught of Typhoon Rosita	Recommendation: Schools should be opened and should serve as evacuation centers during typhoon.
	43	Alarmed by the number of schools who failed to submit MOOE liquidation on time, he instructed the SDO Finance Team to provide technical assistance to those with non-submission of needed financial reports.	Recommendation: The SDS asked the Finance Team to release Division Memorandum inviting those school heads with serious problems on financial matters for Technical Assistance on Fiscal Management.

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Organizational Development Direction	44	The SDS presented the Strategic Direction of SDO Isabela using the acronym ISABELA. He mentioned the milestones of the division on intensifying student tracking system citing accomplishments on child mapping and in bringing all school-aged children to schools. He also reported that the SDO strengthened the coverage of inclusion programs and that it aligned all capability building of teachers on the PPST. On the development of 21st century skills of learners, he told that the SDO has beefed up the use of technology in instructional delivery. He stressed that SDO Isabela officialdom shall lead and manage institution with a heart, and asked the body to do the same. He also informed that the SDO has maximized resources in automating core systems and processes.	



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AGENDA	ITEM NO.	DISCUSSION	AGREEMENTS/ ASSIGNMENTS/ REMINDERS/RECOMMENDATIONS
Determination of the Next Host			
Presentation of ManCom Evaluation	45	Marciana B. Manghi, SEPS for SMME presented the results of the Division Special Mancom. She revealed that the Mancom received an overall rating of 3.88	SIDO Proper will host the next Division Management Committee Meeting.
Votes of Thanks to the host	45	ASDS Llana thanked Raniag National High School, Ramon District, the local government of Ramon and all other stakeholders for hosting the Special Mancom.	
Adjournment		The meeting was adjourned at 4:55p.m.	

Prepared by:

J. Gallegos
JAY J. GALLEGOS
Division English Coordinator
Secretariat

Checked by:

R. Llana
RACHEL R. LLANA, PhD, CESE
Asst. Schools Division Superintendent

Noted:

Reynante Z. Caliguiran
REYNANTE Z. CALIGUIRAN, PhD, CESE
OIC-Schools Division Superintendent

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