



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



**MINUTES OF DIVISION MANAGEMENT COMMITTEE (MANCOM) MEETING HELD ON APRIL 8, 2014  
AT DIVISION OFFICE CONFERENCE HALL C**

**ATTENDANCE:**

**Present:**

EPS – 1	- 8
Section Chiefs	- 5
PSDS	- 16
School Principals/HT's/TIC's (Elem.)	- 171
School Principals (Sec.)	- 45

**I – OPENING PROGRAM:**

- Hosted by Virac North District
- Opening Prayer – Mrs. Lilibeth Tabuzo, SP I-JMA Puniton Cluster ES
- Phil. National Anthem – Mrs. Marisol T. Lim, SP I- Sto. Nino ES
- Checking of Attendance – Ms. Ruth B. Sorraera, SP-I, Buyo Integrated School
- Food For Thought – Mrs. Fe B. Mendoza, SP-II, Calatagan ES
- Master of Ceremonies – Mrs. Analyn P. Carpio, SP I, Simamla Cluster ES

**II – CONFERENCE PROPER:**

The conference proper was led by Dr. Josefa V. Zape who presented the following agenda;

1. Schools Division Superintendent's Updates
2. Updates of Assistant Schools Division Superintendent
3. Updates of Section Chiefs
4. Updates of Education Program Supervisors/Coordinators
5. Workshop

**Updates of Assistant Schools Division Superintendent – Mr. Mariano B. De Guzman**

**> Submission of Teacher Applicants of its portfolio / Narrative in Field Studies.**

-there were some graduates of CC who submitted their FS portfolio but few submitted from CSU graduates.

**> Progress Monitoring and Evaluation on LEAP 8 implementation**

- From the 8 mandates of LEAP 8, crafted the different indicators that will assess the monitoring and evaluation tool.

- The tool was distributed to school heads and asked them to accomplish the tool and to be submitted that afternoon.

- refer to the pamphlet in accomplishing the evaluation tool

- in the 2<sup>nd</sup> year another column will be added in the evaluation tool.

- For secondary, Mrs. Sonia Prensader is in-charge in the retrieval of the tool.

- For elementary, it will be submitted to Dr. Josefa V. Zape

**2 – UPDATES OF EDUCATION PROGRAM SUPERVISOR/SECTION CHIEFS:**

**Josefa V. Zape, Ed.D- Social Studies:**

**> SF 5 and SF 6** – just submit 1 copy for the division office. It shall be reviewed by PSDS for elementary and be printed in A4 bond paper.

**> School Year 2014-15** – all Modified Forms will be implemented.

**> PTA Financial Statement** – 1 copy be submitted in the division office by April 16, 2014

**> On SSG/SPG Federated by May**

- SPG/SSG must submit Financial Statement to be submitted to COA.

- donations be reflected for transparency

**> Reminded the submission of reports together with the clearance.**

- for elementary, it's up in the district for the concerned signatories
- for secondary principals/PSDS- Division clearance will be utilized.
- > **Division Sub-committee** – started reviewing the ranking based on the new hiring guidelines with the help of PSDS.

**Mr. Domingo T. Robles- EPS 1, Elem. Mathematics/Preschool Education:**

**KINDERGARTEN**

- > **Division Memorandum 21,s. 2014-** Division Training for School Heads/PSDS on Effective Supervision and Monitoring of Kindergarten Education
  - April 21- 23, 2014 – Zone 1 & 4
  - April 24 – 26, 2014 – Zone 2 & 3
  - Registration fee of P 861.00 will be deducted from school MOOE fund
- > **Kindergarten Payroll for March**
  - there are kinder teachers who did not yet submit Form 48
- > **Consolidated Report for SReYA**
  - 3 districts did not submit yet
  - Request school head to submit pupils scoring sheet together with the school Form
  - Individual record be given to teacher and will serve as the card of pupils.
- > **Accomplishment Report of Kindergarten Teachers** (Volunteer & Regular Trs.) at the end of school year should be submitted.
- > **Hiring of LGU funded teachers will be discontinued by school year 2014-2015.**
- > **Teacher applicants in kindergarten must have ECCD units. The division is expecting for Kindergarten teacher items by school year 2014-15.**
- > **There will be separate ranking for Kinder Teachers applicants in the RQA.**

**MATHEMATICS:**

- > **Reports for submission**
  - CSBTP reports, Action Plan for 2013-14, and List of Teachers without Math Training
  - District should prepare certificate of Appreciation for CSBTP.

**Mr. Angelo James O. Aguinalde – Accountant II**

- > **Reminded about BIR Revenue Memorandum Circular No.15-2014, Re: Reminder on the Acceptance of Out-Of-District Filing of Income Tax Return of Certain Government Officials and Employees.**

*“Pursuant to the provisions of Revenue Memorandum Circular No. 29-2013, it is hereby reminded that the filing of the Annual Income Tax Returns (BIR Form Nos. 1700 and 1701) as well as the payment of taxes due thereon anywhere of the following government officials and employees shall no longer be allowed.”*

*Members of the Armed Forces of the Philippines (AFP)  
Members of the Philippines National Police (PNP); and  
Public School Teachers/Professors/Instructors*

*Any concerned revenue personnel who is found violating this Circular shall be subjected to the appropriate sanctions prescribed under Section 7 of Revenue Regulations No.13-2010 dated November 25, 2010.*

- He further explained that said employees (AFP, PNP& Public Teachers) should file their Income Tax Return within the area (revenue district) where they are registered.

**>069 Virac Revenue District Office Code**

**Mrs. Raquel L. Pahuyo – Planning Officer**

- > **Reminded about LIS enrolment**
  - Teacher- in charge of the enrolment will be granted Service Credits.
  - April 30, 2014 –due date for enrolment
  - submit form 1 or hard copy of the enrolment/master list per class

> Year end reports template is available at the planning office- submit soft and hard copy

> LIS Frequently Ask Questions were discussed clearly such as;

- Can't Log in.

-For school heads, request Division Planning Officer to reset password at the EBEIS Backend.  
For class adviser, request School Head or designated School system Administrator to reset password in the LIS Manage Personnel

- How to update or change password?

- For class advisers, click the dropdown list beside the user's name and select **Settings**. Click the **Personnel Record** tab on the **Settings** page then click **Manage Personnel's** link. Select the name of the personnel by clicking the **Update** button opposite the name. Click the **Reset Password** button on the **Update** page. Click **OK** when the question "Are you sure?" is asked. The password is now the same as the username. For school heads, please ask your Division Planning Officer to reset the password at the EBEIS Backend.

- How to search Learner/LRN?

- From the Dashboard, click **Masterlist** link. On the **Masterlist** page, click **Enrol Learner** tab on the **Enrol Learner** page. There are two ways to search for a learner, by LRN and by Name. For more information on enrolling a learner, please read chapter 4 of LIS v2 Manual which can be downloaded from **Support** page

- How to assign adviser to a class?

- From the Dashboard click **List of Classes** link. Select the school year from the drop-down list at the upper right corner of the **List of classes** page. Select the section then click **Class Settings** button. Select **Set Adviser** button on the **Class Settings** page then select the class adviser from the list.

- How to add class/section?

- From the Dashboard, click **List of Classes** link. Select the school year from the drop-down list at the upper right corner of the **List of Classes** page then click **Create Class** button. Enter the class/section Name and tick the grade/year level. Click the **Set Adviser** button to assign class adviser then click the **Save** button. For additional information on grade/year and class/section, please read chapter 3 of the LIS v2 Manual which can be downloaded from the support page.

-What learners to enroll?

- All learners should be enrolled including those who transferred out and dropped out.

-How to remove mistakenly enrolled learners?

- From the Dashboard, click the dropdown list beside the user's name and select **Settings**. Click the **Personnel Record** tab on the **Settings** page then click **Manage Personnel** Record page. Select the name of the personnel to be edited/updated by clicking the **Update** button opposite the name. Enter the changes and don't forget to click the **Update** button to save the changes.

- How to update personnel record?

- From the Dashboard, click the dropdown list beside the user's name and select **Settings**. Click the **Personnel Record** tab on the **Settings** page then click **Manage Personnels** link on the **Personnel Record** Page. Select the name of the personnel to be edited/updated by clicking the **Update** button opposite the name. Enter the changes and don't forget to click the **Update** button to save the changes.

- How to delete personnel record/class adviser record?

-Personnel record is not allowed to be deleted. If a class adviser no longer works on the school or has transferred to another school, school head should assign the class adviser from any class and disable the account.

- Why message "Learner is not eligible to be enrolled" ?

- Learner is not eligible to be enrolled if the learner is being enrolled to a wrong grade/level or if the learner is already enrolled in a class.

- What to do for learners with no middle name?

- Middle name is required, if you can't provide it right now just enter NA and update the learner profile later.

- What to do for learners with discrepancy in their LRN?

- The learner's LRN that appears in the Form 137 is not the same as the learner's LRN in the system. In this case, the Learner's LRN from the system should be used.

- What to do for learners with 2 LRNs?

- If a new LRN was mistakenly created for an existing learner, The old LRN should be used.

- How to update name of school head?

- From the Dashboard, click the dropdown list beside the user's name and select **Settings**. Click the **Personnel Record** tab on the **Settings** page then click **Update Record** button opposite the My Personnel

record text. Enter the changes and don't forget to click the **Update** button to save changes.

- **Who will attend request for change of status (Promoted to Retained)?**

- Please email a formal request to change learner status to Mr. Deogracias B. Genito (Head-DBMU) Central Office. ([dbmu@gmail.com](mailto:dbmu@gmail.com) or [deogracias.genito@deped.gov.ph](mailto:deogracias.genito@deped.gov.ph))/copy furnish your Division office

> **Tip in dealing bad gateway error: click the back button (arrow back symbol) of the browser instead of the refresh button.**

> **Advised to have a hard copy of Manual for end of school year LIS Version 2.0**

#### **Dr. Marilyn T. Raquid- Medical Officer**

> Retired January 15, 2014

> Advised not to sign official document starting January 16, 2014

> Teachers, employee, school heads & other personnel should go to any government Physician for Form 86 signature.

> All government officials and employees must undergo Health Examination Record/Form 86.

#### **Mrs. Rosa T. Tusi – EPS –I, Guidance Educ, Values Educ & Evaluation**

##### **>Reminders/Feedback:**

-NAT Testing – generally, it was orderly undertaken but there are negative feedback which will still be verified.

- Honoraria for NAT Orientation sy 2012- 2013 now available

- Some findings - there are missing test booklets

- buffer should not be mixed in the regular test booklet

-TEPT/PST – Grade 1 & 2 teachers will take the posttest

- Grade 5 & 6 teachers will take the pretest

##### **>Evaluation on Graduation/Moving Up/Recognition Ceremonies**

- Some did not follow what was agreed in the previous MANCOM

- Some did not give academic distinction

- Generally, Graduation Program was very formal.

> **List of reports** – Accomplishment Reports in Guidance to include pictorials

#### **Mr. Romel G. Petajen- EPS-I, Mathematics (Secondary)/Adopt –A- School/ADM/Brigada Eskwela**

##### **BRIGADA ESKWELA-**

> **Division Memo #23, s. 2014** – Implementing Brigada Eskwela 2014 will focus on activities to promote schools disaster –ready and on developing disaster-resilient school communities.

- Invite persons in the conduct of drills on disaster preparedness

- May 19 – 24, 2014 – Brigada Eskwela implementation

- May 19, 2014 – Kick off parade/ Caravan by municipality

- May 28 – 30, 2014 – Evaluation date

- Additional Guidelines- Schools with a rating of at least 80% are qualified for the division level selection.

- Evaluation be done by municipality

- Exceptional category is works beyond what is expected.

- PSDS/Central Principals must echo training on Brigada Eskwela.

- its time to win drop-outs, school leavers to go back to school.

- Submit the form Statement of Interest , to be filled up by the organization/ Association to be distributed by the school

- Be specific in the letter to be sent out. Services can be included in brigada eskwela

> **Adopt-A-School Report** – due on April 15, 2014

##### **> Alternative Delivery Mode (ADM)**

- Progress report Implementation of 12 pilot schools and schools with ADM be submitted.

> **Search for Outstanding Teachers/School Head** nominees must prepare documents for The Search for Outstanding Teacher. PSDS will nominate school head .

## **SECONDARY MATHEMATICS:**

- > **List of Year end Reports** – Number of Untrained teachers handling Grade 7 & 8
  - Number of available copies of Grade 7 & 8 Learning Materials
  - Accomplishment Report of Mathematics Instruction based On the submitted 2013 – 2014 action Plan (include pictorials)
  - Accomplishment Report of Mathematics Club
- > **May 18 – 22** – Tentative schedule for K to 12 Training for Grade 9 teachers
- > **Appreciated graduating pupils** who attended in the recognition ceremonies.
- > **Guest speaker** who are alumni may include or print batch year/honors received.

### **Mrs. Lydia Abundo- EPS –I (EPP/TLE)**

- > **Reminded School Heads** who are recipient of Gulayan sa Paaralan to submit the required documents for the release of P10,000.00 assistance.
- > **By June, Secondary school teachers implementing Grade 9-** teachers who are not NC holders are advised not to handle Grade 9.
- > **Teachers who are already NC holders** required to take methodology training.
  - Prepare teachers for methodology training available at Center Mall.
- > Trainers for Grade 9 are coming from TESDA.
- > **Year-end reports to be submitted**– Accomplishment Report in EPP
  - Canteen Report
  - Gulayan sa Paaralan Report
- > **Reminded** – to those who attended training at RAKDEL last November to get the tools.
- > **Gulayan sa Paaralan** is a continuing program
- > **No schedule yet for Training of Trainers (TOT) on Grade 9 for TLE.**

### **Mr. Frankie Turalde – SP-II – Division Coordinator (National Greening Program (NGP))**

- > **Reminded School Heads as regards Report on Tree Planting** –the same template as the previous report, update if there are additional trees planted.

### **Mrs. Mary Jean S. Romero- EPS I (Science & Technology) OIC, Administrative Officer**

- > **Submission of SALN.** Certificate of Compliance is by school
- > **Revised Hiring Guidelines addendum** – submission of written output on Field Study.

### **3– Schools Division Superintendent Updates – Mr. Jose L. Doncillo, CESO VI**

- > **SDS will meet the school heads of the following schools;** Sto. Domingo, Palta Saday, Palta ES, Hawan, San Jose, Gogon, Buyo, Virac Central, Cabugao Integrated, San Vicente, JMAMES, Taytay, VPES, CNHS.
- > **There are teachers withholding the cards of pupils.** Do not let teachers bring the cards at home. It must be left in the office and the SH will be the one to release the cards.
- > **Highlighted that School Heads must exercise leadership.**
- > **For schools with Job Order personnel-** Office should always be open during official time this summer vacation.
- > **For Grade 3 & 9 teachers** make sure they will be present during the training on K to 12 Basic Education Program
- > **Brigada Eskwela scheduled on May 19 – 24, 2014**
  - Make sure teachers are in school during Brigada Eskwela.
  - Make sure the school are prepared in the opening.
- > **SDS Monitored some schools in the morning**
  - Feedback & Suggestions;**
    - > **make sure that tomorrow during the visit of Sec. Armin A. Luistro;**
    - no astray dogs

- seek help from the people of the community
- no diapers are scattered
- schools to be open during summer vacation
- require teachers to be present tomorrow-they will be granted service credits.
- Remove "This is a Child-Friendly School and old Programs Thrust printed on the wall such as WOW, ECARP, etc.
- Remove the name of Sec. Luistro printed in the slogan" Honesty is the Best Policy"
- Remove school vision/mission. There is only 1 DepEd Vision & Mission.
- All Water and Sanitation (WATSAN) facilities must be clean.

> **Training for Grade 3 and 9** – No teachers who were trained last year will undergo training this year.

> **Summer classes** – Must have appropriate intervention.

- Not encouraging training this summer except for Grade 3 & 9 K to 12
- teachers must enjoy summer vacation.

> **Required teachers to submit Lesson Plan.** The Division will create 4 teams to evaluate the Lesson Plan to be assessed and come up with learning activity aligned with the result or needs following five indicators; 5 – Very Good, 4- Good, 3 – Satisfactory, 2 – Poor, 1 – Needs Improvement.

> **Starting June** – begin rapid assessment on the SIP

> **KRA for Principals** – include in the preparation of Annual Instructional Plan and follow the KRAs in the preparation of Annual Accomplishment Report.

> **Discontinuation of LGU funded and Kinder Volunteer Teacher.**

> **Target** – 100% permanent teachers to handle kindergarten classes

> **Follow the National average of pupils per class of 40 – 45/class**

> **School Calendar** –

June 2 – beginning of classes. 100% attendance of teachers and School Heads is expected.

> **Filling out of Financial Staff related to efficient management of School MOOE.**

- will hire 13 bookkeepers to handle MOOE liquidation to check the books of records of the schools receipts, correctness and procurement processes.
- 1 bookkeeper will handle 20 schools - will assist in the proper implementation of School MOOE utilization.

> **Girl Scout of the Philippines** – April 24, 2014 – Meeting of School coordinator at GSP Headquarter at 8:00 AM. At 3:00 PM Investiture Rites at Capitol Dome.

> **Schedule of Forced Leave** – be done this afternoon following the template below;

Name of School Head	Schedule of Forced Leave	Schedule of Report to station

> **Update on old teacher applicants**

- Call for a meeting with teacher applicants
- discuss the new hiring guidelines
- require to submit necessary documents
- applicant who was not appointed yet must follow the guidelines changes.

> **Record of School Property-**

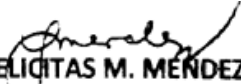
- Submit property inventory by school/district at the same time.

> **Schools identified to be visited should be ready and are excused in the afternoon.**

- be ready with programs & projects implemented.
- principal's office be presentable.
- open all classrooms and teachers be around
- must have welcoming atmosphere. Meet the visitors with the best smile.
- make your school clean.

> **No summer classes be opened if the enrolment is not 10 pupils with B rating.**

The meeting was adjourned at 3:00 pm.

  
**FELICITAS M. MÉNDEZ**  
School Principal – I  
Documentor

NOTED:

  
**MARIANO B. DE GUZMAN**  
Asst. Schools Division Superintendent

APPROVED:

  
**JOSE L. DONCILLO, CESO VI**  
Schools Division Superintendent