



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Division of City Schools, Tagbilaran City
City of Tagbilaran



DIVISION MANAGEMENT COMMITTEE MEETING MINUTES

August 20, 2019, 8.00 AM – 5.00 PM, BODARE Conference Room, Dao, Tagbilaran City

I. Present

1.	Maria Rachel Omasas	-	Bool Elem. School
2.	Eufe Rhoda Galon	-	Booy Elem. School
3.	Maria Chona Roxas	-	Booy South Elem. School
4.	Proserpina Doroy	-	Cabawan Elem. School
5.	Marilou Pondoc	-	Cogon Elem. School
6.	Ma. Antonette Dugang	-	City East Elem School
7.	Marcelino Pelin	-	Dampas Elem School
8.	Concepcion Gallentes	-	Dao Elem School
9.	Marilyn Goti- ay	-	Eastern Cogon Elem . School
10.	Basilides Sempron	-	Manga Elem School
11.	Lorelei Anore	-	Mansasa Elem. School
12.	Maria Flor Getigan	-	San Isidro Elem School
13.	Eldiebrando Correa	-	Taloto Elem School
14.	Clementina Gamil	-	Tiptip Elem School
15.	Ma. Dioscora Sayon	-	Tagb. City Central Elem School
16.	Edgar Fernandez	-	Tagb. City Central Elem School
17.	Concepcion Tubal	-	SPED
18.	Ma. Dulce Alma Lapos	-	SSES Rep by Mrs. Cordova
19.	Evangeline Canda	-	Ubujan Elem. School
20.	Julita Mangana	-	Ubujan Elem. School
21.	Ma. Dolores Dahab	-	Cogon High School EC
22.	Melchor Daniel, Jr.	-	Dr. Cecilio Putong NH School
23.	Maria Sandra Isabel Fortich	-	Dr. Cecilio Putong NH School
24.	Maria Teresa Laroda	-	Dr. Cecilio Putong NH School
25.	Virgilia Omictin	-	Dr. Cecilio Putong NH School
26.	Grace Marie Campos	-	Manga NH School
27.	Corazon Samuya	-	Mansasa NH School
28.	Dioscora E. Ramos	-	San Isidro NH School
29.	Maurine C. Castaño	-	TCSHS
30.	Rizalina Peligro	-	Hearing Impaired HS
31.	Dr. Nenita Incog	-	EPS – Aral Pan
32.	Erlinda Puagang	-	EPS
33.	Dr. Vida Encarquez	-	EPS - Science
34.	Dr. Janet Butalid	-	EPS - EsP
35.	Dr. Elisea DeLa Torre	-	CID Chief
36.	Dr. Aurelia Clamonte	-	PSDS
37.	Mr. Joseph Barrete	-	EPS

47	38.	Dr. Beatriz Luga	-	SGOD Chief
48	39.	Dr. Beatriz Incog	-	EPS Filipino
49	40	Dr. Vida Romero	-	Division Dentist
50	41.	Dr. Aimee T. Amistoso	-	EPS English
51	42	Aquilino Milar, Jr.	-	AO V
52	43	Dr. Vida Romero	-	Division Dentist
53	44	Dr. Neri C. Ojastro	-	SDS
54	45.	Dr. Marcelo K. Palispis	-	ASDS
55	46	Alberto L. Tibod, Jr.	-	Mansasa HS
56	47	Lemuel Barol	-	Cogon HS EC
57	48	Jerry Belecina	-	Dr. Cecilio Putong NH School
58	49	Lanie Gutas	-	Dr. Cecilio Putong NH School
59	50	Filomena C. Tanggaan	-	SEPS
60	51	Arsenio Geñoso	-	Manga HS
61	52	Liza Maquiling	-	DO Personnel
62	53	Junicel Mancha	-	DO
63	54	Marife C. Rallos	-	AO IV
64	55	Alberto A. Lacang	-	EPS – MAPEH
65	56	Juanita Lafuente	-	TCCES
66	57	Jenelou John f. Israel	-	TCSHS
67	58	Jovenal B. Cagas	-	SEPS
68	59	Jocelyn Cutin	-	AO IV
69	60	Michelle T. Sagaral	-	Division Accountant
70	61	Artemio B. Alo	-	Planning Officer III
71	62	Julie Ann Kristie A. Redillas	-	Budget Officer
72	63	Margarita Tezano	-	DO Personnel
73	64	Rosalie A. Tambis	-	DO Personnel
74	65	Rhodelia B. Tumanda	-	Division Nurse II
75	66	Esther L. Cagas	-	DO Personnel

II. Preliminary Activities

The Meeting commenced at 8.45 in the morning paying tribute to the Philippine Flag with the singing of the National Anthem, subsequently followed by the Bohol and Tagbilaran Hymns conducted by Ms. Marilou Alfarero, Head Teacher Cogon ES and the Opening prayer given by Ms. Concepcion I. Gallentes, Dao ES Principal. Participants were formally welcomed by Dr. Elisea G. DeLa Torre, CID Chief. The Rationale of the Activity was given by Dr. Marcelo K. Palispis, ASDS, underscoring the significance of the TA, LAC and other matters in schools. The recognition of the Participants was done by Dr. Beatriz C. Luga, SGOD Chief.

III. Call to Order

The Management Committee Meeting was called to Order by Dr. Neri C. Ojastro, CESE, Schools Division Superintendent at 9:05 in the Morning of August 20, 2019.

IV. Reading and Approval of Previous Minutes

Reading / Approval of the Minutes of the previous Man Com Meeting was chaired by Dr. Aquilino T. Milar, Jr., AO V. Mr. Melchor Daniel, Jr. put emphasis on the inclusion of Annex Names, i.e., Jr. in applicable appellations for legality.

Business Arising

Referring to Lines 109-110, Dr. Palispis solicited suggestions from the participants on the best way to send the meeting minutes perceiving that hard copies of it were not brought in as agreed in the previous Man Com.

Ms. Galon commented that if it will be uploaded in the GC for School Heads, there is a tendency that the Minutes will be covered with chats/ conversations.

Dr Ojastro, likewise commented that it was quite normal for all not to heed as it is the first implementation to do such, it is not classified as failure of the act, however, it was strongly recommended that attachments uploaded should not be disregarded as it is a form of a link.

The approval of the Minutes of the July 4, 2019 Man Com Meeting as read and corrected was moved and seconded by Mrs. Chona Roxas, and Dr. Elisea DeLa Torre, respectively.

SDS Time

Dr. Neri C. Ojastro briefly talked on the protocols in conducting programs. To avoid the monotony of the foreword of speech, the SDS proposed to concede to only one 'somebody' to do the acknowledgement /greetings to the bigwigs on stage/ present during the program

The SDS similarly stated his sincere gratitude to the Division of City Schools Tagbilaran for the awesome celebration on his Birthday Shindig, by which the act conveyed love and care from the workforces.

He further encouraged those individuals who are constant deliverers of parts in the program to take it as a blessing, and accept it as a challenge by doing their best sharing stories, thus learning will be achieved.

Putting forward the DepEd Vision and Mission as a means of eliciting a positive drive from the participants, Dr. Neri C. Ojastro let the participants read such, linking the lines on the ideal picture one has to see in ones work.

Dr. Neri C. Ojastro highlighted the following features on power

- | | | |
|--------------------|---|---|
| ✓ Legitimate power | – | the leader assumes his official leadership as a formal right ; is respected being the principal; nobody can exercise power without this |
| ✓ Reward power | - | one's ability to issue rewards, for example, through a bonus or allowing time off in lieu or recommend service credits |
| ✓ Coercive power | - | power comes from one's ability to punish someone else for non - compliance, for example, through fear , frustration and alienation |
| ✓ Expert power | - | influences performance when they believe the leader has the expertise that is of real benefit |
| ✓ Referent power | - | Charisma / being trusted or respected, for example, the boss who treats everyone fairly and with respect that makes subordinates follow |

SDS Ojastro further suggested to exercise all powers which is legitimate, and maintain the balance of reward and punishment powers. He also cited on the Herzberg's Motivation Theory

where it stated on the satisfaction and dissatisfaction at work are separate. Citing as well samples that involved the essentialities of motivation, achievement and recognition. The SDS further added that "people who love working don't need much motivation." Balance between motivation and hygiene is needed as the latter never satisfies to the maximum level. Too much demands can bring down a company." Dr. Neri Ojastro concluded his speech by quoting once more the ASENSO PA MORE and TEAM catchphrases which motion progress for ALL.. In closing, the SDS said that a leader is someone who demonstrates what's possible.

ASDS Time

ASDS, Dr. Marcelo K. Palispis commenced by saying, "people quit their bosses, not their work." Impliedly saying that School Heads have to take care and value their teachers. He underscored the following significant concepts on

- Anti-Bullying Act of 2013 (DO # 55,s. 2013)
- IRR Act No. 10627
- Scope of Coverage (Definitions and Samples)
- Rules VII (Mechanisms and procedures, Composition of the CPC and Anti-Bullying Committee)
- Procedures in handling Anti-Bullying Incidents in School
 - A. Jurisdiction--- DepEd / School Level
 - B. Procedure --- Immediate Responses
 - C. Fact – Finding and Documentation
 - D. Intervention
 - E. Referral
 - F. Disciplinary Measures
 - G. Due process
- Guidelines on the Voluntary Collection of Fees from Students of Public Elementary and Secondary Schools (DO 20,s. 2006, DO 41,s.2012) Singling out the statement on payment as goes – "Paying of such contribution shall not be made a requirement for admission or release of Report Cards."
- Some prohibited collections in schools
- Implementing policies on the collection and Voluntary School contribution shall be strictly observed
- Ms. Rosalie Tambis inputted on the concern of some schools collecting a certain amount from students for Test Paper Job - out Printing and charging the expenses of the printing to the School MOOE Funds. It was observed in the Accounting office that these cash collections were overcharged /duplicated. Ms. Tambis suggested that expenses okayed for MOOE is purchasing the bond paper/ copy paper and the toner for test paper printing.

In conclusion, Dr. Marcelo K. Palispis said that "Great Leaders don't set out to be a Leader, they set out to make a difference" "It's is never about the role, it is about the goal."

SGOD Time

SGOD Chief, Dr. Beatriz C. Luga extolled the following for the exemplary acts done:

- 188 ✓ the School Heads and Coordinators for the timely submission of the SIP Cycle
- 189 4
- 190 ✓ Tiptip ES for pioneering the SOSA. followed by Mansasa ES, Booy ES, and
- 191 TCSHS

192 The SGOD Chief likewise prompted School Heads on the following

- 193 ✓ Enrolment quick count for schools
- 194 ✓ Enrol LIS before the end of October
- 195 ✓ Induction of the SGC officers / Let them be functioning Officers
- 196 ✓ School days for August is 19
- 197 ✓ Division Memorandum 392,s.2019 – Dengue Alert Response in Schools
- 198 ✓ Tagbilaran City will provide Insecticidal Nets for the Schools. Such will provide for
- 199 the frames and construction Nails to be used. Focal Person – Mr. Uy
- 200 ✓ Batch 1 to receive the Nets—Cogon ES, Eastern CogonES, TCCES
- 201 ✓ Batch 2 to receive the Nets --- Taloto ES, UbujanEs, Manga ES, Bool ES
- 202 ✓ Alarming increase of Light and water Bills in School
- 203 ✓ The division office has practised Austerity Measures since July adhering to the
- 204 specific hour to switch on and off the aircon units. --- produce effective results
- 205 ✓ School Heads are encouraged to use Austerity measures to save energy and
- 206 water costs
- 207 ✓ If there are no austerity measures that will lead to problems

208 Mrs Chona B. Roxas commented that the payment can't be done in one setting as there are

209 arrears in the payment.

210 , Dr. Beatriz C. Luga further added announcements as follows:

- 211 ✓ MAAP examination at Holy Name University
- 212 ✓ Call for nominations for the Public Management Development Program of the
- 213 Development Academy of the Philippines / Advisory 117

214 CID Time

- 215 ✓ Remediation is given in case of learners' failures
- 216 ✓ Remediation is NOT a Removal Tests. It is the intervention to the learners by the
- 217 Teachers

218 Mr Melchor Daniel, Jr has suggested to cease the promotion of Elementary learners if

219 they are beyond remediation. There are those grade 7 Learners who do not know how to read

220 even being promoted already in the Elementary years, he added. It was further suggested by Mr.

221 Daniel, Jr. to remediate these concerned learners. Moreover, Dr. . Lagura said that teachers

222 concerned should submit on the sixth week of every quarter the names of learners who are not

223 doing well in the class.. To augment in the solution of the undertaking, Dr. Palispis stated that the

224 School Head should do the appropriate process to resolve the problem. He(Mr. Daniel, Jr) has

225 challenged the ES school Heads regarding Elementary Learners promoted but have not acquired

226 the reading skill. SH need to be mindful of the consequences of the quality of these learners

227 promoted. He added that constancy of work is needed to solve the problem. Eventually, these

228 undertakings will be connected to ELLN and LAC.

229 Dr Aimee T. Amistoso draw attention on the Early Language Literacy Digital

230 highlighting the following undertakings

- 231 ➤ Orientation of ELLN
- 232 ➤ Provision of the Courseware
- 233 ➤ Implementation of the ELLN D
- 234 ➤ LAC
- 235 ➤ July 29 –August 2 --- Orientation
- 236 ➤ Problems in G7 – why no intervention
- 237 ➤ Help the Learners to read in your own courtyard
- 238 ➤ Can t read in Grade 7 ?
- 239 ➤ Blended Course from K – G3
- 240 ➤ Components --- 5 Modules with 3 Lessons each and 1 LAC
- 241 ➤ September 5 -7 ELLN D Orientation for SH
- 242 ➤ CPD Accreditation was applied for the LAC in Schools

243 Mrs. Marilou Pondoc similarly gave suggestion on the number of Participants in the LAC. Dr
 244 Amistoso stated that such suggestion will be addressed to during the SH ELLN D Orientation.

245 Dr. Janet T. Butalid gave inputs on Teaching Values . She highlighted on the following

- 246 ▪ Values are caught not taught
- 247 ▪ Incorporating values through the existing curriculum
- 248 ▪ Co- curricular activities through Values inculcation in P E, scouting and Sports.
- 249 ▪ Development of Value- consciousness through story
- 250 ▪ Inculcation of Values through discussion of Slogans
- 251 ▪ Inculcation of Values through Games

252 **Budget and Finance Section (Mrs. Michelle Sagara)**

253 The Budget and Finance Section informed the participants that the school – Based
 254 Feeding Program (SBFP) –1st tranche is already downloadable. Based on DO 27,s. 2017, the
 255 operational guidelines of the SBFP, 50% should be downloaded not later than July 31 and the
 256 remaining 50% should be downloaded not later than October 2019.. The Feeding Cycle shall be
 257 completed at the end of December 2019. Answering the query of Mrs . Tubal regarding the
 258 deadline , The Finance Section Head, Mrs Sagara similarly said that deadline of the 1st tranche
 259 is on or before September 27.

260 Further, Mrs. Sagara inform the core that a catch-up Plan has been prepared for the
 261 HRTD funds. Deadline set for the plan is August 23, 2019

262 Mr. Lacang cited on the implementation of DO 17,s.2019 which included the CP loads of
 263 concerned personnel which could be done through billing or reimbursement. Dr. Palispis added
 264 that such is subject to the availability of funds. It was further suggested that the purchase of cards
 265 can likewise be included in the supply purchase.

266 **Cash and Supply Section (Mrs. Marife Rallos)**

267 Cash Section Head, Mrs. Marife Rallos reported on the Cash remittances for the following
 268 incidents namely, Bayawan, Boljoon, Batanes, Simborio and Zafico. Most schools have afforded
 269 the cash remittances except for some. Mrs. Tubal suggested that one personnel will be assigned
 270 to receive the amount , record and accept the cash donation.

271 For all donations received by the entity, it was requested by Mrs. Rallos that a Deed of
 272 Donation will be sought-for, to strengthen the undertaking. It is likewise important to monitor all
 273 donated properties.. Mrs Laroda commented that consumable goods need not furnish deed of

274 donation. In cases where the donation was acquired through fund- raising, i.,e TV. , a Deed of
 275 Donation is imperative. In the event if the teacher-proponent is moved to another workplace, the
 276 donated property shall remain in the school. Similarly, in plights where parents insist their donated
 277 items will be used by their children, Mrs. Rallos said such agreement should be included in the
 278 Deed.

279 Mrs. Rallos also underscored the Flow Chart Application for Tax Incentives as follows:

- 280 ✓ Pre- MOA Signing
- 281 ✓ MOA Signing
- 282 ✓ Program Implementation
- 283 ✓ Application for Tax Incentives

284

285 **Admin Section(Dr. Aquilino T. Milar, jr.)**

286 AO V Dr. Milar cited on DO 356,s. 2019 re 'Omnibus Rules on Appointment. Rule
 287 11, Sec. 6 of the 2017 Omnibus Rules on Appointments and the Human Resource Actions.
 288 He also mentioned on the pertinence of the PRIME – HR Level 2 Application wherein , he
 289 encouraged all concerned to comply the needed documents.

290 **LIS Updating (Mr. Artemio B. Alo, PO III)**

291
 292
 293 The Planning Officer III gave the updating for Public and Private Schools as of
 294 August 15, 2019. He put emphasis on the following issues and concerns:

- 295 ▪ Total LIS enrolment as of August 15, 2019 is 26, 236
- 296 ▪ Total LIS enrolment as of August 19, 2019 is 27, 200
- 297 ▪ Not enrolling in the LIS due to the disconnection of the Net Server
- 298 (DCPNHS Concern)
- 299 ▪ Manga NHS – try completing LIS by August, not October


300 **Other Matters (Dr. Marcelo K. Palispis) (in reference to the Regional ManCom)**

- 301 ▪ **School Sites Titling Status (ongoing)**
- 302 ▪ **Alay Lakad Donation (SDS/ASDS- 500, Chiefs- 400, EPS-300. SH-200,**
- 303 **HT-100, MT-200. Donation from Teachers, ALS, Non- Teaching Personnel**
- 304 **and Students is voluntary , yet , strongly encouraged as the money will be**
- 305 **used for the Alay Lakad Scholars) Alay LAKad 2019 is set on September**
- 306 **15,2019. Assembly Area for Tagbilaran City deped is in Booy ES. Jump-**
- 307 **off time is at 4.30 AM. Mr. Rosal and Ms. Fortich are the Hosts for the Alay**
- 308 **Lakad Program**
- 309 ▪ **Protocol of the Program (Includes the National Anthem and the other**
- 310 **Local Hymns, Prayer, Welcome, Recognition. Only 1 will acknowledge the**
- 311 **VIPs. Program should start on time though the VIPs are not around yet**
- 312 **The Emcee can recognize all the Guests and VIPs**
- 313 • **Dress for the Occasion(It was agreed to wear a corporate attire in the**
- 314 **next Management Committee Meeting (MANCOM). It could be with slacks/**
- 315 **dress with blazers. Male Personnel can wear long Sleeves.**
- 316 • **Dental/ Nursing Services Report (required Reports have been**
- 317 **submitted)**


- **City Meet is set on September 25- 28, 2019** (Mr. Alberto Lacang, EPS MAPEH). Meetings of Sports coordinators, All Coaches are set in August.
- **School Best Practices DCPNHS and Manga. Next schedule is TCSHS and Ubujan ES**
- **Mr. Daniel queried on the status of Security Guards.** Engr. Mancha clarified that there are 3 SGs allotted for each school and the bidding has been done.

The Management Committee meeting adjourned at 3.50 in the afternoon of August 20, 2019. The adjournment was moved and seconded by Dr. Beatriz C. Luga and Mr Melchor Daniel, Jr., respectively.

Prepared by:


Esther L. Cagas
EPS II, HR

Noted:


BEATRIZ C. LUGA, Ph D
Chief, SGOD

Recommending Approval:


MARCELO K. PALISPIS , Ed D
Asst Schools Division Supt.

Approved:

NERI C. OJASTRO, Ed D, CESE
Schools Division Superintendent