



MINUTES OF THE 2ND MANCOM MEETING
San Miguel Central Multi Purpose Hall
San Miguel South District
May 7, 2016

I – PRELIMINARIES

A. Registration

Based on records, 95% participants registered with the following breakdown:

Present:

- Socorro V. Dela Rosa – SDS
- Bernie C. Despabiladero – ASDS
- Curriculum Implementation Division
 - Education Program Supervisors – 10
 - Public School District Supervisor – 7
 - Librarian & PDO – 2
 - ALS SEPS – 2
 - Chief - 1
- School Governance Operation Division
 - Chief – 1
 - EPS – 1
 - SEPS – 6
 - Chief of Sections – 4
 - Secondary School Heads – 39
 - Elementary School Heads
 - Bagamanoc North } 9
 - Bagamanoc South }
 - Pandan East – 5
 - Pandan West - 8
 - Caramoran North – 7
 - Caramoran South – 7
 - Panganiban – 9
 - Viga East & West – 14
 - San Miguel North & South – 17
 - Gigmoto – 5
 - Baras North & South – 10
 - Bato East & West – 11
 - San Andres East & West – 22
 - Virac North & South – 27

B. Opening Program

The Opening Program was hosted and prepared by teaching personnel of San Miguel South District spearheaded by the Public Schools District Supervisor, Mr. Edgar Rima. The presentation of the winners of the Division Instructional Materials in Kindergarten was awarded by the Schools Division Superintendent Madam Socorro De La Rosa, Madam Bernie C. Despabiladero, Assistant Schools Division Superintendent, the CID and SGOD Chiefs and EPS for Kindergarten Mrs. Gina L. Custodio .

II – READING OF THE MINUTES OF THE PREVIOUS MEETING BY THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

Issues arising from the previous meeting :

- Inclusion of some agenda in the 11 point agenda
- Naming of sections in every grades shall in in virtues
- Reiteration of the montly celebration as stated in the memorandum
- Reactions on the history of Catanduanes
- Dr. Raul Borbor suggested for wearing of scouting uniform which was seconded by the SDS as School's Scout Commisioner, also school heads should register

III – MANCOM PROPER

SDS HOUR :

1. Highlighted DepEd Order # 19, s.2016 – Guidelines on the Organizational Structures and Staffing Patterns of Stand Alone and Public Integrated Senior HS as regards its rationale, legal bases, definition of terms, policy statement, guidelines and procedures.
2. Discussed the importance of DepEd Order #23, s.2016 on School Calendar for School Year 2016 - 2017 with emphasis on basic School Activities and targeted number of days per quarter.
3. Pointed out important details as regards transi of teachers as stipulated in Basic rules on hiring and deployment of teacher positions (DepEd Order 22 s. 2015) and Division Memorandum # 72, s. 2016 on the Wearing of DepEd Uniforms.
4. Updated upcoming activities and conferences on the following :
 - ✓ MTB- MLE Pioneer Schools Conference – May 20, 2016
 - ✓ DepEd Task Force Committee to entertain queries in the conduct of the Opening of Classes
 - ✓ Mac Donalds Reading Training-Worshop to selected Multigrade Schools- May 16-18, 2016
 - ✓ Trends in Science Education – May 28-30, 2016

ASDS HOUR :

- Focused her discussion on the K to 12 Updates specifically on the Senior HS implementation and other school related problems viz :
 1. TVL Joint Provision Scheme
 2. Amount of Subsidy
 3. **Public SHSs Qualified for the Joint Provision Scheme**
 4. **Determination of Public SHS which may qualify for the Joint Provision Scheme will be based on:**
 - Projected enrolment per TVL specialization
 - Availability of TVL workshops
 - Availability of TVL tools and equipment
 - Availability of Teachers for the TVL specializations
 - Availability of accessible and qualified TVIs that can offer the needed TVL specializations

5. Mass Training of grade 5 and 11 Teachers
6. Acted on cases and complaints
7. Discussed issued on the common causes of complaints as the following :
 - Ranking of Honor Pupils/Students
 - Utilization of School MOOE, SBM, SBFP, Donations
 - Child Protection Policy
 - School/Community Relationship (Attitude/Behavior Related)
 - Debts
8. Suggested solutions on how to avoid issues and concerns
9. Discussed School's MOOE as per DepEd Order # 13, s. 2016
10. PAPS folded into the SMOOE for 2016 and uses of SMOOE
11. Responsibilities of IUs and non IUs
12. Highlighted DepEd Order # 25, s. 2016 and possible contingency measures for SHS.&

CURRICULUM IMPLEMENTATION DIVISION (CID) UPDATES AND REPORTS

- On Kindergarten
 1. Division Evaluation of 2016 Kindergarten Exhibit for Instructional Materials
 2. Results for the District and zonal evaluation
- On Private Schools
 1. Endorsed 22 Private Schools for Renewal of Government Permit to Operate and Opening of new Grade Levels for School Year 2016-2017
 2. Named 15 Pre Schools for renewal, 3 Pre Schools with Elementary level, 2 Newly Opened Pre Schools
- On English/MTB-MLE and ELLN
 1. Results of the NSPC 2016
 2. National Training on Campus Journalism results and expectations
 3. ELLN SLAC to be implemented in all schools and districts
 4. Virac Pilot ES continues implementation of the Grade VI pupils Pioneer MTB School Implementation
- On LRMDS
 1. Book Mobile in some other district & schools.
 2. Inventory of learning and teaching materials (on going).
 3. Sourced out learning and teaching materials for private persons and Asia Foundation.
 4. Started of advocacy on the utilization of LRMDS.
- On EPP/TLE
 1. Coordinated with TESDA for possible training SHS Teachers.
 2. Recommended 2 Sec. Trs. for NTOT for SHS TVC Track.
 3. Recommended 4 Sec. Trs. to attend 25 day Training and Assessment in TM.
- On Mathematics
 1. Conducted the 1st Division Second Mathematics Teachers Congress
 - Conducted the 1st Division Elementary Mathematics Teachers Congress
- On Science and Health
 1. Professional Learning Team
 2. Training on Science Instrumentation
 3. Inquiry – Based Approach in Teaching Science

- On Araling Panlipunan/SPED

1. Finalized ZLAC outputs – Elementary and Secondary Level
2. Localized and contextualized learning activities by skill by quarterly tests (1st to 4th)

3. Discussed and monitored classroom assessment
(Rating system, Authentic Assessment)

3. Observed classes on the utilization of ZLAC outputs
5. Prepared Accomplishment Report in AP
6. Prepared Activity plan aligned to the 11 – pt. agenda of the division.
7. Election of SPG/SSG Officers in all elementary and secondary schools, S.Y.

2016 – 2017

8. Organization/election of School/District/Division Teacher Association
9. Attendance of AP Teacher in NCCA – PCEP Scholarship on Cultural-Based

Education

10. Submission of updated SPED data/enrolment
11. Assessment of SPED pupils utilizing teacher - made assessment and formal/standardized assessment tool

12. Attendance of 1 SPED teacher to SPED autism Scholarship (2nd Term)

- On MAPEH

1. Member of the Catanduanes Division and Youth Chorale Participated during opening program of the Palarong Pambansa 2016 at Bicol University, Albay.

CID's Next Activities :

- To conduct Division MTOT to all Grade V Teachers and ALS Teachers in two Batches , Batch 1 on May 11-17, 2016 and Batch 2, May 18-24, 2016 at Amenia Beach Resort
- Division Training-Orientation to all School Heads on K to 12 Curriculum for Grade V on June 7-8, 2016
- To conduct conference/ meeting and discuss issues and concerns regarding the new policy and requirements in submitting documents for renewal and recognition of government permit to operate and to organized Division Private School Heads Organization SY 2016-2017
- Create Core Team in School LRMDS.
- Release LRMDS Manual.
- LR Center Capability.
- Human Resource Directory (e.g).
- Create School/District Resource Plan.
- Division Seminar Workshop on Contextualization, Localization and Indigenization.
- Book mobile in the selected schools of the following Districts.
- Caramoran North and South
- Pandan East and West
- San Miguel North and South
- Viga East and West
- Bagamanoc North and South
- Bato East and West
- Virac North and South
- Establish LRMDS Connectivity.
- Division Training for non – TM holders.
- Update profile of SHS TRS. By Specialization.
- Division Training – Workshop on the use of ICT in Classroom Instruction.
- Write shop in Contextualization, Localization and Indenisations & EPP./ TLE materials.

- improve performance task for performance assessment
- improvement of LMs/ Learning Activities
- improve teaching-learning process – focus on the 4 phases of learning
- Alamin, Paunlarin, Pagnilayan at Isabuhay
 - Election of District Federated / Division Federated SPG/SSG officers S.Y. 2016 – 2017
 - Conduct of SPG/SSG Leadership Training
- Drafting of Constitution and by Law
- Conduct of Seminar – Writeshop on preparation of Culture-based Learning Exemplars
 - Strengthen Advocacy Campaign
 - Organize additional SPED classes in Central Schools and big secondary schools
 - Results -baseline for intervention/promotion
- Conduct of Formal assessment/test of SPED-CWE pupils – hearing and visual test – SPED Funds
 - Conduct seminar-Workshop in SPED (Strategies and IMs)

SCHOOLS GOVERNANCE AND OPERATIONS UPDATES AND REPORTS

PLANNING

Submission of School-End Reports 2015-2016

- List of Graduates/Completers(hard and soft copy)
- School Forms No.4 and 7 signed by School Head (4 copies)
- School Form No. 5 (LIS,Generated) reviewed and initiated by PSDS and signed by SDS (4 copies)
- School Forms No. 6 reviewed and validated by PSDS and signed by SDS (4 copies)

Reminders and Updates

LIS Updating for EOSY 2015-2016

Region V,96.7% Updating as of 2:30pm, May 6, 2016
(Rank 11)

SDO 99% Updating as of 5:30pm, May 6, 2016

LIS Updating BOSY 2016-2017

Birth Certificate

Baptismal Certificate

Form 137 or 138

Please take note of the due date in order for your pupils/students be counted

EBEIS Updating for 2016-2017

Please take note of the due date in order for your pupils/students be counted in the EBEIS

For cluster schools

Itinerant teachers and School Heads should be counted in the mother school

Extended congratulations on the following schools :

100% Updating (Class Finalized only) as of March 30, 2016 2:00pm

113323 Osmena ES

113163 Quigaray ES

113164 Salvacion ES

113370 Sto. Cristo ES

113165 Suchan ES

Finalized and Submitted EOSY as March 31, 2016 10:00am

113163 Quigaray ES

113165 Suchan ES

MEDICAL

- ▶ 2015 BUTTOM-UP BUDGETING (BUB) Project for Establishment of Gulayan sa Paaralan and reminded Schools Without Accomplishment Report
- ▶ NATIONWIDE DENGUE VECTOR SURVEILANCE PROGRAM (NDSVSP/ABAKADA) and reminded Schools Without Accomplishment Report
- ▶ Schools Without Liquidation for 2nd Tranche of the School Based Feeding Program
 - Bagamanoc North
 - Bugao ES, Mavil ES, Hinipaan ES, Sagrada ES San Vicente ES
 - Bagamanoc South
 - Salvacion ES, Suchan ES
 - Baras North
 - Benticayan ES, Genitligan ES, San Miguel ES, Puraran ES, Guinsaaanan
 - Baras South
 - Baras CES, Sta. Maria ES, Tilod ES
 - Bato East
 - Bagunbayan ES, Batalay ES, Cagraray ES, Carorian ES, Libjo ES
 - Bato West
 - Cabugao CES, Sipi ES, Sibacungao ES, Marinawa ES, Guinubatan ES
- ▶ Caramoran North
- ▶ Mabini ES, Tubli ES, Dariao ES, Caramoran CES, Buenavista ES, Panique ES, Tucao Maysuram ES, Palumbanes IS, San Jose ES
- ▶ Caramoran South
- ▶ Datag ES, Maui ES, Sabluyon ES, Hitoma-Bulalacao ES, Inalmasinan ES, Guiamlong ES, Supang ES, Iayo ES, Obi ES, Milavga ES
- ▶ Gigmoto
- ▶ Dominador C. Guerrero ES, San Pedro ES, Dororian ES
- ▶ Pandan East
- ▶ Lourdes ES, Porot ES, Baldoc ES, Marambong ES, San Isidro ES
- ▶ Pandan West
- ▶ Pandan CES, Tariwara ES, Cobo ES, Oga ES, San Andres ES, bagawang ES, Catamban ES
- ▶ Pandan East
- ▶ Lourdes ES, Porot ES, Baldoc ES, Marambong ES, San Isidro ES
- ▶ Pandan West
- ▶ Pandan CES, Tariwara ES, Cobo ES, Oga ES, San Andres ES, bagawang ES, Catamban ES
- ▶ Panganiban
- ▶ Cabuyuan ES, San Miguel ES, Mabini ES, Cagdarao ES, Panganiban CES
- ▶ San Andres East
- ▶ Alibuag ES, Bonot ES, Palawig ES, SACES, Baco Paloway ES, Carangag ES, Yocti ES, Timbaan ES, San Jose ES, Jose Rizal ES
- ▶ Viga West
- ▶ Osmena ES, SP.Vera ES, Ogbong ES, Del Pilar ES, Mabini ES, Burgos ES, Almjuela ES
- ▶ Virac North
- ▶ Calatagan ES, Sto. Nino ES, Sogod-simamla ES, Bigaa ES, Danicop ES, Hicming ES, Calabnigan
- ▶ agrada ES, Roxas ES, San vicente ES, Viga CES, Sta. Rosa ES, Summit ES,
 - ▶ Virac South
 - ▶ Virac CES, Palta ES, Hawan ES, Marilima ES, Batag ES
 - ▶ Viga East
 - ▶ Quirino ES, Villa Aurora ES, Magsaysay ES, Begonio ES, Tambungon ES, Balatohan ES

- ▶ Terminal Report
- ▶ Only 25 school have submitted
- ▶ Please submit your FORM 86 (Annual Physical Examination) on or before May 30, 2016

MONITORING AND EVALUATION

List of Schools Without Liquidation Report (SBM) as of May 2, 2016

Bato
 Buenavista ES, San Roque ES, Oguis ES, Sipi ES, Bagumbayan ES
 Baras
 Salvacion ES, Tilod ES, Sta. Maria ES
 San Miguel
 Alma ES, Kilikilihan ES, Mabato CES, Pacogon ES, Pagsangahan ES, Paraiso A, Paraiso B,
 Siay ES, Buhi ES, Dayawa ES, Katipunan ES, Patagan ES, San Juan ES, Pangilao ES
 Caramoran
 Palumbanes IS, Panique Es, Bocon ES, Guiamlong ES, Inalmasinan ES, Iyao ES, Maui ES,
 Obi ES, Sabloyon ES, Daiao NHS, Milaviga

List of Schools Without Liquidation Report (SBM) as of May 2, 2016

Bato
 Buenavista ES, San Roque ES, Oguis ES, Sipi ES, Bagumbayan ES
 Baras
 Salvacion ES, Tilod ES, Sta. Maria ES
 San Miguel
 Alma ES, Kilikilihan ES, Mabato CES, Pacogon ES, Pagsangahan ES, Paraiso
 A, Paraiso B, Siay ES, Buhi ES, Dayawa ES, Katipunan ES, Patagan ES, San
 Juan ES, Pangilao ES
 Caramoran
 ▶ Palumbanes IS, Panique Es, Bocon ES, Guiamlong ES, Inalmasinan ES, Iyao
 ES, Maui ES, Obi ES, Sabloyon ES, Daiao NHS, Milaviga
 Viga
 Begonia ES, Quirino ES, Ananong ES, Del Pilar PS, Mabini ES, P.Vera ES, San
 Roque ES, Summit ES, Tinago ES
 San Andres
 Bagong Sirang ES, Barihay ES, Cabungahan ES, Catagbacan ES, San Vicente ES,
 Hilawan ES, Lictin IS

SOCIAL MOBILIZATION AND NETWORKING

- Adopt-a-School Quarterly Report
 - January to March - April 2016
 - April to June - July 3, 2016
 - July to September - October 3, 2016
 - October to December - January 3, 2016
- Submission of Brigada Eskwela Work Plan
 - Deadline is on May 13, 2016
- Brigada Eskwela implementation and Search for Best Implementing School
 - Scope of work - repairs and maintenance only within the SIP, NO
 - Construction included
- Generated Resources - only donations within the Brigada Implementation from
 Jan to June 4, 2016
- Qualification for Exceptional Category
 - Must have generated P500,000 and above
 - Must have implemented special programs and projects
 (ex. SPED, SPA, etc.)

- Brigada Eskwela 2016 Shirt
Shirt design is now available, waiting for the tarpaulin design from Central Office
- Year-end Report of Stakeholder's Profile
- Tax Incentive for Partner Stakeholders:
DepEd Order No. 24, s. 2016 / Guidelines on Accepting Donations and on Processing Applications for the Availment of Tax Incentives by Private Donor-Partners Supporting the K to 12 program

➤ Highlighted issues on DepEd Order No. 24, s. 2016 / Guidelines on Accepting Donations and on Processing Applications for the Availment of Tax Incentives by Private Donor-Partners Supporting the K to 12 Program

HUMAN RESOURCE DEVELOPMENT

Certificate of Rating for 2015 Principal's Test

Please claim at SGOD - Mam Sarah Chiong

- 2016 Search for Ulirang Guro at Pambansang Guro
Deadline of submission is on May 10, 2016 at SGOD HRD Section
Division Pre-screening is on May 11, 2016
- Deadline of Submission of OPCRf
Zone 1 and 3 - May 6, 2016
Zone 2 and 4 - May 11, 2016
Secondary Schools - May 16, 2016
- Submit NCBTS - TSNA per school as well as IPPD-SPBD
- Copy furnish SGOD - HRD of the IPCRFs
- Format for Scholarship Grants Recipients:

Name

Position

School/Office

Title of Scholarship Program

Sponsoring Agency

Date Started

Expected Date of Completion

Status

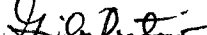
In conducting Training and Development Activities (Trainings, seminars-workshops, INSET) in SDO and SCHOOLS please refer to the Division Memo *Re: DIVISION GUIDELINES ON TRAINING AND DEVELOPMENT PER DEPED ORDER NO. 32 S. 2011*

EDUCATIONAL FACILITIES

- Status of various infrastructure projects under the implementation of dpwh for the construction of classrooms, regional & schools division office for the repair of classrooms

The MANCOM Meeting ended up with an awarding of Certificate of Appreciation to the Host school and district, and there, being no further business adjourned at 5:00 p.m.


Prepared by :



GINA B. PANTINO, Ed.D.

Education Program Supervisor

Noted :


SOCORRO V. DELA ROSA, CESO VI

Schools Division Superintendent