



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

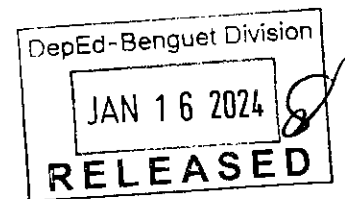
January 12, 2024

DIVISION MEMORANDUM

No. 16 s.2024

**1st REGULAR DIVISION EXECUTIVE COMMITTEE (DEXECOM) MEETING cum
1st QUARTER DIVISION PROGRAM IMPLEMENTATION REVIEW/DMEA**

**TO: OSDS Division
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors
All Others Concerned**



1. This Office announces the conduct of the Division Executive Committee (DExeCom) meeting cum Division Program Implementation Review/DMEA on **February 12-13, 2024**, from 9:00 in the morning onwards at the Adivay Hall.
2. Specifically, the activity aims for the participants to:
 - a. discuss specific actions relative to the data presented to attain this Office's 2024 Directions;
 - b. be updated on relevant matters pertaining to curriculum and school governance; and
 - c. agree on collaborative and attainable strategies to continuously improve education delivery and learning outcomes.
3. District Heads are advised to conduct a review of the Performance accomplishments vis-à-vis the OPCR of the School Heads during the Mid-year break to be able to envision plans for School Leadership and accomplish the data needed in the enclosed report.
4. District heads shall submit their DExeCom reports (Enclosure 3) to the designated PSDS or PSDI who shall consolidate these for presentation during the meeting.
5. DPIR or DMEA Reports shall be accomplished earlier to give time for the SGOD-SMME to consolidate and analyze. Please access report template through this link: rb.gy/4b2hyk. Secretariat per functional division should oversee the filling out of the link.
6. Participation is expected from the PSDSs and PSDIs, CES of SGOD and CID, LR Manager, EPS, Unit Heads, Secretariat. Strictly, there shall be no proxy. Please refer to Enclosure 1 for complete list of participants.





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7. Please refer to the attached enclosures for guidance:
 - Enclosure 1. List of Participant
 - Enclosure 2. Matrix Flow
 - Enclosure 3. Templates for PSDSs/DCPs reports
8. Meals (snacks and lunch) for the duration of the meeting shall be charged against Division MOOE while travel expenses of field participants shall be charged against available local funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this Memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

OSDS/SLBU/cfm/rabb



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AYAHAN
Lungsod ng Benguet, Benguet, Cordillera Administrative Region





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Enclosure 1. List of Participants

	Office	Name
1	SDS	Sally L. Banaken-Ullalim
2	ASDS	Carmel F. Meris
3	Accounting	Florinda C Pagoy
4	Budget	Florabel Buclay
5	Properties and Supply	Florabel Balanon
6	Cash	Joyce Gavino
7	Records	Melvin Alfredo
8	Legal	Atty. Nover Singgangan
9	BAC	Mahal Rifani
10	ICTU	Eric Wanson
11	Personnel	Maricel Codimdim
12		Nadia Ossic
13	SGOD CES	Lucio B. Alawas
14	EPS	Cesar Luma-ang
15	Physical Facilities	Engr. Melba Himmoldang
16	SMME	Corazon Quipot
17	HRDS	Xylene Grail Kinomis
18	DRRM	Nerissa Barbosa
19	SMN	Arvin Doman
20	Planning	Jeanette Kiong
21	Research	Stephen Bulalin
22	Youth Formation	Cliftone Bangsi-el
23	SHNS	Dr. Kirsty Depnag
24	CID CES	Rizalyn Guznian
25	LR	Sonia Dupagan
26	PSDS-Atok	Simon Backian
27	PSDS- Bakun	Virginia Salio-an
28	OIC-Buguias	Cristeta Igualdo
29	DCP-Bokod	Emilyn Medina
30	PSDS-Itogon I	Jonathan Sadey
31	DCP-Itogon II	Juliet Baldo
32	PSDS- Kabayan	Marylin Tolbe
33	PSDS -Kapangan	Roberto Pablo Jr.
34	DCP – Kibungan	Daniel Pascaden
35	PSDS-La Trinidad	Delarosa Delmas
36	PSDS- Mankayan	Marcelino Baldo
37	DCP-Sablan	Lilian Ulep
38	PSDS-Tuba	Melchor Tican
39	PSDS-Tublay	Aladdin Dobinto
40	EPS	Jardson Onio
41	EPS	Merlyn Conchita de Guzman





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42	EPS	Francis Peckley
43	EPS	Remy Dum-ao
44	EPS	Norbert Lartec
45	EPS	Samuel Ayangdan
46	EPS	Macarthy Malanes
47	EPS	Warden Baltazar
48	EPS	Erlinda C. Quinuan
49	SMME	Joven Agtani
50	Secretariat	Oliver Laurian
51		Rose Ann Beliano





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Enclosure 2. Matrix Flow

TOPIC/S FOR DISCUSSION OR INFORMATION		DISCUSSANT/PRESENTER	REACTOR
DAY 1: DPR/DMEA			
Preliminaries (FRC)		FRC In-charge	
DepEd Quality Policy Statement		FRC In-charge	
Message		SDS Sally Ullalim	
Break			
Reading of the Minutes and Actions Taken from the past DexeCom Meeting		Rose B. Beliano	participants
SMME Report	Presentation of consolidated SDO accomplishments (OSDS, SGOD, CID)	Corazon Quipot	Participants
	Presentation of Analysis based on consolidated reports: *good practices *gaps and challenges	Corazon Quipot	Participants
	Ways Forward	Joven Agtani	Participants
LUNCH BREAK			
For information and discussion	Budget Utilization Status *SDO *Schools – MOOE	Florabel Buclay/Florinda Pagoy	Participants
	BAC Updates and Concerns	Mahal Rifani	Participants
	Asset Management Updates on Hauled Resources	Florabel Balanon	Participants
Closing Prayer: (any of the participants)			
Facilitator: Joven Agtani			
DAY 2: DexeCom Proper			
Preliminaries (with movement activity)		Secretariat	
For information and discussion	SGOD Updates and Concerns	CES Lucio B. Alawas	Participants





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	CID Updates and Concerns	CES Rizalyn A. Guznian	Participants
	OASDS Matters: Committee Updates	OIC Carmel F. Meris	Participants
	Break		
	Consolidated Reports of Districts	PSDS/PSDI (1 assigned to report)	Participants
	LUNCH BREAK		
	Analyzed 2022 NAT and ELLNA Results and Ways Forward	Jardson Onio EPS, CID	Participants
	Break		
Closing Message and Future Directions	SDS' Hour	SDS Sally L. Banaken-Ullalim	
Closing Prayer: (any of the participants)			
Facilitator: Oliver S. Laurian			

nothing follows





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Enclosure 3. Templates for PSDSs/PSDIs reports

A. Midyear Assessment of Learners' Achievement

Names of Schools	Number of Learners that Attained the following GWA				
	Outstanding (90 to 100)	Very Satisfactory (85 to 89)	Satisfactory (80 to 89)	Fairly Satisfactory (75 to 79)	Did Not Meet Expectations (below 75)

Based on analysis of the results, what are specific school actions on the following for the last two quarters of this SY:

- Learners who are within the satisfactory to outstanding levels
- Learners who performed fairly satisfactory or did not meet expectations

B. Reading Level of Learners using the FLAT (Functional Literacy Assessment Tool)

Grade Levels	Number of Learners under the following Reading Levels						
	Nothing	Letters	Words	Paragraph	Story	Story Reading Comprehension	Local Material with Comprehension
Grade 1							
Grade 10 ↓							

Based on analysis of the results, what are specific school actions for learners who are still under the following circumstances:

- *not able to read
- *with mismatch of their reading level and the expected reading level based on their age





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C. Learners with Special Needs

Sex	Number of Learners under the following categories								
	With manifestations	Observed manifestation*	With manifestations and in an Inclusive Setting	With manifestations but under Pull-out Intervention	With formal assessment	Organization/ Institution that conducted the Assessment	Diagnosed Disability**	With formal assessment in an Inclusive Setting	With formal assessment and under Pull-out Intervention
Male									
Female									
Note: *Observed Manifestation may be any of the following: - difficulty in hearing - difficulty in seeing - difficulty in basic learning and applying knowledge - difficulty in mobility - difficulty in remembering and concentrating - difficulty in communicating - difficulty in performing adaptive skill					**Diagnosed Disability may be any of the following: - Hearing impairment - Visual impairment - Autism - Intellectual disability - Learning disability - Asperger's Syndrome - Emotional disorder - ADHD - Speech disorder - Others				

D. Midyear Assessment of School Heads Performance vis-à-vis OPCR/IPCR

Type of School Head	Number of School Heads that Attained the following Performance Levels				
	Outstanding (4.500 to 5.000)	Very Satisfactory (3.500 to 4.499)	Satisfactory (2.500 to 3.499)	Unsatisfactory (1.500 to 2.499)	Poor (below 1.499)
School Principal					
Assistant School Principal (heading a school)					
Head Teacher					
Teacher In-charge					





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Questions to Answer:

- What are the strengths of our School Heads?
- In what areas do they need more assistance or support?
- Are they providing as much technical assistance to the teachers as needed?
- Based on analysis of the results, what are specific district actions for school heads who perform unsatisfactorily or poorly?

E. Other Reports

DATA NEEDS	ACTIONS
1. Number of learner beneficiaries of the School-based Feeding program	a. Is there an improvement in nutritional status? (Show data) b. Is there an improvement in learning outcomes? (Show data) c. Other observations
2. Number of Learners who are pregnant and in what specific grades?	a. How many are still in school? b. How many have dropped out? c. School/District actions to address this concern and prevent further recurrence?
3. Number of Learners who committed suicide	a. Common reason/s for this b. School/District actions to prevent recurrence
4. Number of teaching/non-teaching/teaching-related personnel with manifestations of emotional or psychological instability	A. School/District actions to address this concern

