



June 10, 2014

MEMORANDUM

**TO : Assistant Schools Division Superintendent
Education Program / Public School District Supervisors
Elementary & Secondary Public School Principals
Division Office Section Chiefs
SHNU Division Coordinators**

RE : First Division Executive Meeting, SY 2014-2015

The First Division Executive Meeting, SY 2014-2015, will be held on **June 16, 2014 from 12:30 PM onwards at the Division Office Conference Room**. The host will be **Ilaya Barangka Integrated School (IBIS)**. The participation of the above-cited school officials and personnel is required.

Very important matters as stated in the attached agenda are to be discussed for a more effective and efficient management and leadership in the schools.

For your guidance and compliance.


**EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent**

First Division Executive Meeting
D.O. Conference Room
Schedule : June 16, 2014
12:30 - 5:30 PM

Host : Ilaya Barangka Integrated School (IBIS)

- | | | |
|--|-------|----------------------------|
| I. Registration | _____ | 12:30 - 1:00 PM |
| II. Opening Program | _____ | 1:00 - 1:15 PM
c/o IBIS |
| III. Preliminary Parts | _____ | 1:15 - 1:45 PM |
| Call to Order | | Dr. Ladines |
| Approval of the Minutes of the Previous Meeting | | Mr. Bandal |
| Business Arising from Minutes of the 9th Division Executive Meeting | _____ | Dr. Ladines |
| IV. Meeting Proper | | |
| A. Supervisors Concerns | _____ | 1:45 - 3:00 PM |
| 1. Work Schedule of Supervisors | _____ | Ms. Dela Cruz |
| 2. Division Diagnostic Test | _____ | Ms. Arias |
| 3. Result & Brief Analysis of the 2014 NAT Grade 6 | _____ | Ms. Arias |
| 4. ABOT-ALAM Update | _____ | Ms. Arias |
| 5. Uploading / Upgrading of Master List of Learners | _____ | Ms. Arias |
| 6. Eco-Savers Program Update | _____ | Mr. Paras |
| 7. CIP Next Steps | _____ | Dr. Mendoza |
| 8. Nurses Tasks & Schedule | _____ | Nurse Belen |
| 9. Dental Health Concerns | _____ | Dr. Bernaldez |
| B. ASDS Time | _____ | 3:00 - 3:20 PM |
| 1. Significant Milestones / Benchmarks and Developmental Areas on the Opening of Classes | | |
| 2. TQC Framework | | |

C. SDS Hour

3:20 - 5:00 PM

1. Acknowledgement
2. Basic Administrative Policies
3. Canteen Operation & Management
4. Field Trips / Film Showing
5. Disbursement of MOOE and Liquidation Reports
6. Distribution and Utilization of print and teaching resources
7. Supervision and Monitoring of Classes between 6:00 to 8:00 AM and 5:00 to 7:30 PM

Is there an installed mechanism for quality assurance?

8. Principal's Quality Circle
9. Support to Medical and Dental Personnel during check-up / Health talks etc.
10. Promotion of RC, GSP & BSP Activities and membership
11. Remedial Classes in reading (as early as June)
12. Teach for the Philippines (TFP) Program
13. Attendance to City Hall Flag Raising Ceremony

D. Announcements from Division Office

Section Chiefs

5:00 - 5:30 PM

Mr. Abalos
Ms. Soriano
Ms. Kubayashi
Ms. Abringe
Ms. Tayag
Ms. Dela Chica

E. Other Matters