



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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July 22, 2014

MEMORANDUM

TO : Assistant Schools Division Superintendent
Education Program / Public School District Supervisor
Elementary & Secondary Public School Principals
Division Office Section Chiefs
SHNU Division Coordinators
President, MFPSTA
President, MANTEP

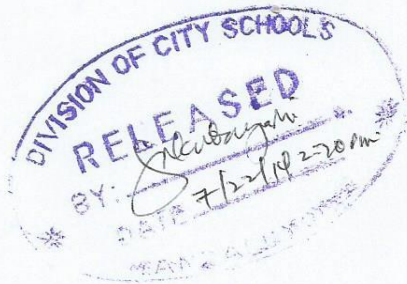
RE : Second Division Executive Meeting, SY 2014-2015

This is to inform you that our Second Division Executive Meeting, SY 2014-2015, will be held on **July 24, 2014 from 12:30 PM onwards at the Division Office Conference Room**. The host will be **Bonifacio Javier National High School (BJNHS)**.

Attendance of all the above-cited school officials and personnel is required. The agenda is attached for your perusal.

The President of the Mandaluyong Association of Non-teaching Personnel, Mr. Sherwin Magsombol and President of Mandaluyong Federation of Public School Teachers Association, Inc., Ms. Miriam Villa Ignacio are invited to attend.

For your guidance and compliance.




EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent

Second Division Executive Meeting
D.O. Conference Room
Schedule : July 24, 2014 (Thursday)
12:30 – 5:30 PM

Host : Bonifacio Javier National High School (BJNHS)

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|------|---|-------------------------------|
| I. | Registration ----- | 12:30 - 12:45 PM |
| II. | Opening Program ----- | 12:45 - 1:00 PM
c/o BJNHS |
| III. | Preliminary Parts -----
Call to Order | 1:00 - 1:20 PM
Dr. Ladines |
| | Approval of the Minutes of the Previous Meeting | Mr. Albea |
| | Business Arising from Minutes of the 9th Division
Executive Meeting ----- | Dr. Ladines |
| IV. | Meeting Proper | |
| | A. Supervisors / Coordinators ----- | 1:20 - 2:50 PM |
| | <i>Updates on program / project
Implementation by Special area or Subject area</i> | |
| | 1. By Subject area ----- | All EPS |
| | 2. By Special area | |
| | ➤ Capacity Building Program ----- | Ms. Dela Cruz |
| | ➤ Research ----- | Dr. Javeña |
| | ➤ CIP ----- | Dr. Mendoza |
| | ➤ Open High School ----- | Mr. Nachor |
| | ➤ Ecosavers Program ----- | Mr. Paras |
| | ➤ Special Education & Nutrition ----- | Ms. Diaz |
| | ➤ ALS / Abot Alam ----- | Ms. Arias |
| | ➤ Testing Program ----- | Ms. Arias |
| | ➤ Division Computerization Program | Ms. Arias |
| | ➤ LRMDS ----- | Ms. Arias |
| | ➤ Kindergarten ----- | Ms. Arrubio |
| | ➤ DRRMC & BSP ----- | Mr. Ado |
| | ➤ Medical & Dental Services ----- | Dr. Bernaldez
Nurse Belen |

B. ASDS Time ----- 2:50 - 3:30 PM

1. Selection for the Approved Staffing Pattern of the RP
2. Office Performance Commitment Form
3. Compliance to policies on class programs & loading

C. SDS Hour ----- 3:30 - 4:40 PM

1. PRIME-HRM
2. Installation of Strategies to Close Achievement Gaps
3. Maximization of available resources for the T-L process
4. Responsiveness to calls on Reduction of Water and Electric Consumption
5. Insuring safety and orderliness in the school campus
6. RPMS issues and concerns
7. Other Matters

**D. Announcements from Division Office
Section Chiefs** -----

4:40 - 5:30 PM
Mr. Abalos
Ms. Soriano / Ms. Letada
Ms. Kubayashi
Ms. Abringe
Ms. Tayag
Ms. Dela Chica

V. Adjournment & Closing Prayer

Adjournment ----- Dr. Ladines

Closing Prayer ----- c/o BJNHS

