




### DIVISION MEMORANDUM

No. 186, s. 2019

**TO** : Officer-in-Charge, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
Unit Heads  
All Others Concerned

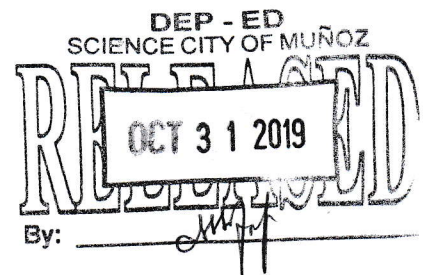
**FROM** :   
**DANTE G. PARUNGAO**  
Officer-in-Charge  
Office of the Schools Division Superintendent

**DATE** : October 29, 2019

**SUBJECT** : **EXECUTIVE COMMITTEE (EXECOM) MEETING**

1. This is to announce the conduct of the Schools Division of Science City of Munoz Executive Committee (EXECOM) Meeting on November 4, 2019, 1:00 in the afternoon at the Munoz National High School Main Conference Hall.
2. Participants to this activity are the Assistant Schools Division Superintendent, Chief Education Supervisors, Education Program Supervisors, Unit Heads, and public elementary and secondary school heads. Proxy is not allowed.
3. The following agenda shall be discussed in the said meeting:
  - a. Status of School Heads' OPCRf
  - b. Requests through the Special Education Fund
  - c. Off Campus Activities
  - d. Creation of Reclassification Committee
  - e. School Heads' Concerns
  - f. Attendance/ Daily Time Records/ New Form 7
  - g. MOOE Downloading/ Liquidation, Bank Reconciliation Issues, Employee Benefits
  - h. Learning Area Schedule of Activities/ Concerns
  - i. DCP Packages, Office 365 and Workplace Accounts
4. This serves as Travel Authority of the participants.
5. Widest dissemination of this memorandum is desired.

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*Loyal, Excellent, Accountable and Dedicated to Service*

