



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 10, 2022

DIVISION MEMORANDUM

No. 93, s. 2022

DIVISION MONTHLY EXECUTIVE COMMITTEE MEETING

To: Assistant Schools Division Superintendent
Chief ESs-CID and SGOD
Education Program Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office informs all concerned that the conduct of the Division Executive Committee Meeting will be monthly starting on March 2022.
2. Three days before the meeting, the minutes of the previous meeting with pictures and caption shall be forwarded to the Schools Division Superintendent, Assistant Schools Division Superintendent, CID and SGOD Chief ESs, Education Program Supervisors, Unit Heads, and School Heads for them to review the contents before its approval on the following meeting.
3. The school heads' concerns to be raised during the meeting shall be forwarded to the group chats of the school heads per cluster three days before the meeting to be consolidated by the cluster leaders and the concern/s mentioned shall be forwarded to the concerned person in advance. Likewise, the concerned personnel are directed to provide a response during the meeting.
4. The order of the opening program in-charge is the North Cluster, East Cluster, West Cluster, South Cluster, and Secondary Cluster on a rotation basis.
5. For queries, please communicate to the cluster leaders or unit heads.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.


DANTE G. PARUNGAO, CESO VI
Schools Division Superintendent



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