



August 10, 2016

Division Memorandum

No. 341 s. 2016

**ATTENDANCE TO WEEKLY
EXECUTIVE COMMITTEE (EXECOM) MEETING**

To : **All Curriculum Implementation Division (CID) Personnel
All School Governance and Operations Division (SGOD) Personnel
Section Heads
This Division**

1. To promote efficiency in the workplace and optimize the roles and functions of employees in the Division, you are hereby directed to attend the weekly Executive Committee (EXECOM) meeting every Monday or any day within the week as scheduled by the Schools Division Superintendent.
2. To reiterate, the following personnel shall attend the said meeting;

| | |
|--------------------------------------|----------------------------|
| Education Program Supervisors | |
| Public Schools District Supervisors | |
| Senior Education Program Specialists | |
| Education Program Specialists II | |
| Bernadette Samaco | - Administrative Officer V |
| Angelita Rananan | - Accounting Section |
| Mark Lorren Tejano | - Budget |
| Eleonor P. Cruz | - Supply Office |
| Dr. Vida Sukanob | - Medical Section |
| Marris Fay Jadap | - Cashiering Section |
| Melanie Estenzo | - HRMO |
| Engr. Sandy Simo | - Physical Facilities |
| Engr. Freddiejun Delig | - IT |
| Edwin L. Gamorot | - Planning Office |

3. The weekly Executive Committee Meeting shall follow a parliamentary procedure;

Part I. Preliminaries

- | | |
|---|---|
| ❖ Prayer | - SGOD |
| ❖ Roll Call/ Presentation of Participants | - Bernadette P. Samaco (AO V) |
| ❖ Welcome Remarks | - Jean G. Veloso (ASDS) |
| ❖ Message | - Dr. Cherry Mae L. Limbaco, CESO V (SDS) |



Part II. Committee Meeting Proper

- ❖ Call to Order - Dr. Cherry Mae L. Limbaco, CESO V (SDS)
- ❖ Review of the Minutes of the Previous Meeting - SGOD
- ❖ Presentation of Agenda- Dr. Cherry Mae L. Limbaco, CESO V (SDS)
- ❖ Reporting by Division Unit:
 - CID - Dr. Erlinda G. Dael (Chief)
 - SGOD - Rudy O. Magdugo (Chief)
 - Admin - Bernadette P. Samaco (AO V)
 - Accounting - Angelita Ranalan (Accountant III)
 - Budget - Mark Tejano (Budget Officer)
 - Cashiering - Marris Fay Jadap (Cashier)
 - Planning - Edwin Gamorot (Planning Officer)
 - Supply - Eleonor P. Cruz (Supply Officer)
 - IT - Engr. Freddiejun Delig (ITO)
 - Physical Facilities - Engr. Sandy Simo (Division Engineer)
 - Medical - Dr. Vida Sukanob (Medical Officer)
 - Office of the ASDS - Jean G. Veloso (ASDS)
- ❖ SDS Time - Dr. Cherry Mae L. Limbaco, CESO V (SDS)
- ❖ Clearing House

Part III. Closing

- ❖ Singing of Makabayan Song
- ❖ Closing Prayer

4. Each section head shall prepare their respective reports and updates to be presented during the said meeting.
5. For your information and guidance.
6. Wide dissemination of this Memorandum is hereby enjoined.


CHERRY MAE L. LIMBACO, Ph.D., CESO V
Schools Division Superintendent *Cherry*

CLL/ikm