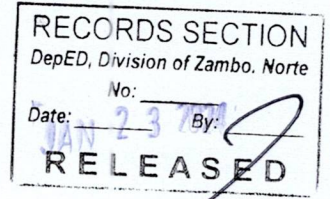




Republic of the Philippines  
**Department of Education**  
 REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent



January 18, 2024

Division Memorandum  
 No. 53 s. 2024

**CONDUCT OF EXECUTIVE COMMITTEE MEETING (EXECOM) FOR  
 THE YEAR 2024**

To: Public Schools District Supervisors (PSDSs)  
 Principals In Charged of the District (PICDs)  
 Elementary and Secondary School Heads  
 Division Office Personnel  
 All Others Concerned

1. Aligned with the intent of streamlining organizational processes to promote collaboration and an effective framework of governance through shared leadership and shared decision-making, the following schedule for the Regular Executive Committee Meeting for the year 2024, at the **4<sup>th</sup> Floor Conference Hall, Building 2, this division**, shall be observed:

January 29, 2024	July 17, 2024
February 27, 2024	August 15, 2024
March 13, 2024	September 18, 2024
April 17, 2024	October 16, 2024
May 15, 2024	November 13, 2024
June 18, 2024	December 11, 2024

2. In case prevailing circumstances would arise that conduct of the meeting on a scheduled day will not be possible, *an advisory will be issued to inform the members of the changes in schedule.* The same procedure will be followed when a special ExeCom Meeting will be called for, or attendance of other officials will be required.
3. Expenses incurred shall be chargeable against local funds subject to its availability and the usual accounting and auditing rules and regulations.
4. For information, guidance, and compliance.

**ROY C. TUBALLA EMD, JD, CESO V**  
 Schools Division Superintendent *HT*

OSDS/smls/Conduct ExeCom  
 03/01222024



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 FB: DepEd Tayo- Schools Division of Zamboanga del Norte



Republic of the Philippines  
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Enclosure 1 of Division Memo. No. 53

LIST OF PARTICIPANTS

No.	NAME	POSITION
1.	Roy C. Tuballa EMD, JD, CESO VI	Schools Division Superintendent
2.	Joy E. Letran-Singson EMD	SGOD Chief
3.	Helen E. Tangon	AO V
4.	Casemera V. Lunjas	Budget Officer
5.	Arvie M. Ompoy	Division Accountant
6.	Atty. Rey P. Janolino Jr.	Legal Officer
7.	Julius O. Belagantol	ITO
8.	Leonido A. Pampilo Jr.	SEPS P&R
9.	Wilson H. Inding	SEPS SMME
10.	Robert I. Pocular III	SEPS HRD
11.	Sheena Marie L. Suelto	AO II
12.	Atty. Christine Joyce S. Paco	Legal Assistant/ BAC Secretariat
13.	Marife A. De La Cerna	ADAS III
14.	Gekabel M. Velarde	ADAS III
15.	Shammah Grace B. Velasco	ADAS II
16.	Tedee S. Tabilon	ADA VI
17.	Lorene Velasco	ADA VI
18.	Mary Jerica L. Ocupe	ADA VI
19.	Mea Jill S. Albon	ADA VI

20. **MARYLYNNE B. BAYRON**

**. AO-IV / HRMO**



Republic of the Philippines  
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 REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 2 of Division Memo. No. 53

**1<sup>st</sup> Regular Executive Meeting**  
**January 29, 2024**

**MATRIX OF ACTIVITIES**

**Part I. Preliminaries**

TIME	ACTIVITIES	IN-CHARGE
8:30 – 8:40 a.m.	Philippine National Anthem Ecumenical Prayer Roll Call	Secretariat
8:40– 9:00 a.m.	Declaration of Quorum Reading of the Minutes of the Previous Meeting Approval of the Agenda	-Chairman, ExeCom

**Part II. Order of the Presentation/Reporting**

AGENDA
<p><b>1. SDS Time</b></p> <p>A. REMANCOM Updates</p> <ul style="list-style-type: none"> <li>a1. Delivery and Acceptance of 2022 &amp; 2023 School Furniture Delivery</li> <li>a2. SHS discontinuation in Colleges and Universities</li> <li>a3. End of School Year &amp; Start of SY related issues</li> <li>a4. Procurement of Mathematics Instruments and Equipment/ division</li> <li>a5. Issues on PBB requirements</li> <li>a6. CPD concerns vs. In-service Trainings</li> </ul> <p>B. Issues and <b>Concerns</b></p> <p><b>2. Urgent and Important Updates from each functional Division and Section Units</b>  <i>(Each presenter is only given 7-10 minutes with maximum of 10 slides)</i></p> <ul style="list-style-type: none"> <li>• SGOD Office</li> <li>• Research and Planning Office</li> <li>• Bids and Awards Committee</li> <li>• CID Office</li> <li>• ITO</li> <li>• Legal Office</li> <li>• Admin. &amp; Gen. Services</li> <li>• Budget Office</li> <li>• Accounting Office</li> </ul>