



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2024-0030

To: Assistant Schools Division Superintendent  
Chief ES of the Schools Governance and Operations Division  
Chief ES of the Curriculum Implementation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Section Heads/Unit Heads  
All others concerned

Subject: **5<sup>TH</sup> DIVISION EXECUTIVE COMMITTEE (DEXECOM) MEETING**


Date: February 15, 2024

All members of the Division Executive Committee (DEXECOM) of this Division are advised to attend the **5<sup>th</sup> DEXECOM Meeting** on **February 19, 2024 1:00 pm – 5:00 pm**, at the **Schools Division Office of Panabo City – Division Training Center**, to discuss important matters.

Enclosed are the Agenda of the Meeting and Program of Activities.

Meals/Snacks shall be charged against Division MOOE. Travel and other incidental expenses shall be charged against local funds or other sources of funds, all subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosed as stated.  
OSDS/jbf/mcs

**RELEASED**

**FEB 15 2024**

RECORDS SECTION, SDO PANABO CITY  
BY 



Schools Division of Panabo City  
City Hall Compound, Panabo City  
Tel. No. (084) 823-1469  
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**AGENDA OF THE MEETING**  
**5<sup>th</sup> Division Executive Committee (DEXECOM) Meeting**  
February 19, 2024

1. Removal of Administrative Tasks of Teachers
2. Deployment of Administrative Officer II & Project Development Officers and augmentation of manpower to some offices
3. Service Record Cleansing for GSIS
4. Updates on One Time Cleansing
5. Updates on hauling of tables and chairs
6. Delayed submission of Daily Time Records
7. On boarding of Assistant Schools Division Superintendent Basilio P. Mana-ay Jr., CESO VI to the three (3) offices



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**5<sup>th</sup> Division Executive Committee (DEXECOM) Meeting**  
**PROGRAM OF ACTIVITIES**  
 February 19, 2024 1:00 pm – 5:00 pm

Time	Agenda Particulars	Details Discussant
1:00 – 1:15 pm	<b>Part 1</b> Preliminaries <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Opening Prayer</li> <li>• DepEd Policy Statement</li> <li>• Acknowledgement of participants/Checking of Attendance</li> <li>• Call to Order</li> </ul>	AVP  Ronmar V. Jayoma, SEPS  AVP  Dr. Raul E. Gacus – AO V  SDS Jinky B. Firman, PhD, CESO VI
1:15 – 1:30 pm	Welcome Message	ASDS Basilio P. Mana-ay Jr., CESO VI
1:30 – 5:00 pm	<b>Part 2</b> <ul style="list-style-type: none"> <li>• Reading and approval of the Minutes of the previous meeting.</li> <li>• Business arising from the minutes.</li> </ul>	Secretariat  Division DEXECOM participants
	<b>Part 3</b> DEXECOM Meeting Proper AGENDA: <ol style="list-style-type: none"> <li>1. SDS Hour – Updates and guidance</li> </ol>	SDS Jinky B. Firman, PhD, CESO VI
	<ol style="list-style-type: none"> <li>2. ASDS Time – Updates and Concerns</li> </ol>	ASDS Basilio P. Mana-ay Jr., CESO VI
	<ol style="list-style-type: none"> <li>3. Updates from Chiefs and Section Heads</li> </ol>	Chiefs / Section Heads
	<ol style="list-style-type: none"> <li>4. Other Matters</li> </ol>	
	<b>Part 4</b> <ul style="list-style-type: none"> <li>• Adjournment</li> <li>• Closing Prayer</li> </ul>	Ana Liza M. Mendoza, SEPS
Moderator/DEXECOM Host		Dr. Ailene B. Añonuevo – Chief ES SGOD