



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

OFFICE MEMORANDUM

No. **001**, s. 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit/Sections Heads
All Others Concerned

From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

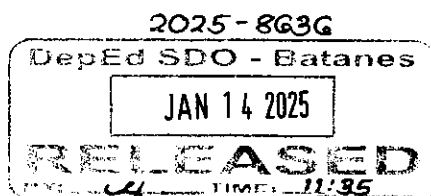
Date: January 13, 2025

Subject: **CONDUCT OF THE FIRST EXECUTIVE COMMITTEE (EXECOM) MEETING**

1. This Office through the School Management Monitoring and Evaluation (SMME) Unit will conduct the First ExeCom Meeting on January 31, 2025, 9:00 a.m. to 5:00 p.m. at the Ivatan Conference Hall.
2. All Programs Owners, Education Program Supervisors, and Section/Unit Heads are requested to attend the said activity.
3. Agenda for the said meeting are as follows:
 - a. Presentation of OPCRf per Functional Divisions
 - b. Updates on Budget Utilization Report
 - c. Calendar of Activities for the First Quarter
 - d. Other Matters
4. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and compliance.

To be indicated in the Perpetual Index
under the following subjects:
MONITORING

SGOD/myn/mdbb



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: info@depedbatanes.ph
Facebook: facebook.com/deped.batanes
Website: <https://depedbatanes.ph>

Doc Code:	FM-ORD-013	Rev:	00
As of:	Dec. 16, 2019	Page:	1

(Enclosure 1 to the Office Memorandum No. **001** s. 2025)

MATRIX OF ACTIVITIES OF THE FIRST EXECUTIVE COMMITTEE (EXECOM) MEETING

Agenda/Discussion/Activity	Responsible Persons/ Discussant
Registration	Necita Jucelyn V. Ramos Secretariat
Preliminaries	
National Anthem	Schneider Elinore Acebes Program Development Officer I
Prayer	Shirley V. Escalona Administrative Officer IV
Recitation of Quality Policy	Kym Clyde H. Moro Education Program Specialist II
Statement of Objectives and Direction Setting	Alfredo B. Gumar Jr. EdD, CESO V Schools Division Superintendent
Attendance Check	Necita Jucelyn V. Ramos Secretariat
Agenda	
Presentation of OPCRf per Functional Divisions	Violeta B. Gasilao Chief, CID Marcial Y. Noguera Chief, SGOD Virginia A. Vinalay AO V, Admin
Updates on Budget Utilization Report	Cristina B. Poncio Budget Officer
Calendar of Activities for the First Quarter	Oliver R. Cariaso Planning Officer III
Other Matters	Alfredo B. Gumar Jr. EdD, CESO V Dante J. Marcelo PhD, CESO VI
Adjournment	

