



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF BIÑAN CITY**

24 Feb 2021

DIVISION MEMORANDUM

No. 067, s. 2021

**FIRST DIVISION FACE-TO-FACE MANAGEMENT COMMITTEE MEETING**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All School Heads  
All Others Concerned

1. This Office announces the conduct of the First Division Face-to-Face Management Committee Meeting on March 4, 2021, Thursday at 8:30 a.m. for Batch 1 and 1:30 p.m. for Batch 2 at the SDO Training Hall.
2. The activity aims to:
  - a. give updates on the implementation of the Basic Education Learning Continuity Plan for School Year 2020-2021.
  - b. discuss issues and concerns on the school governance, curriculum implementation and administrative matters.
3. Participants to this meeting are the SDO officials and schoolheads listed in Enclosure 1.
4. School Health Section with the support of the personnel from the OSDS is hereby instructed to implement minimum health protocol as enumerated in the IATF Guidelines and DepEd Order no. 14, s.2020. The **No Mask, No Face Shield, No Entry** policy shall be strictly observed
5. Expenses such as food, materials and other incidental expenses relative to the conduct of the activity shall be charged against Division MOOE fund, subject to the usual COA accounting and auditing rules and regulations
5. Immediate and widest dissemination of this Memorandum is earnestly desired.

For the Schools Division Superintendent:

**BAYANI V. ENRIQUEZ, Ed.D.**

Chief, School Governance and Operations Division  
Officer of the Day



**ENCLOSURE 1: List of Participants to the First Division Face-to-Face Management Committee Meeting.**

**Batch 1 (8:30 a.m.)**

1. Schools Division Superintendent	1
2. Assistant Schools Division Superintendent	1
3. CID and SGOD Chiefs	2
4. Administrative Officer V	2
5. Subject Area Supervisors	9
6. Public Schools District Supervisors (District 1-6)	6
7. SGOD Supervisor	1
8. Legal Officer	1
9. Medical Officer	1
10. Accountant	1
11. Senior Education Program Specialists	4
12. Planning Officer	1
13. Engineer	1
14. Administrative Officer IV	4
15. ITO	1
16. School Heads (District 1-6)	19

**Batch 2 (1:30 p.m.)**

1. Schools Division Superintendent	1
2. Assistant Schools Division Superintendent	1
3. CID and SGOD Chiefs	2
4. Administrative Officer V	2
5. Subject Area Supervisors	9
6. Public Schools District Supervisors (District 7-11)	5
7. SGOD Supervisor	1
8. Legal Officer	1
9. Medical Officer	1
10. Accountant	1
11. Senior Education Program Specialists	4
12. Planning Officer	1
13. Engineer	1
14. Administrative Officer IV	4
15. ITO	1
16. School Heads (District 7-11)	18

