



**Republic of the Philippines**  
**Department of Education**  
**Region I**  
**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

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**DIVISION MEMORANDUM**  
**DM-2021-199**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor for CID and SGOD  
All Education Program Supervisors  
All School Heads and Department Heads of the Secondary Schools  
All School Heads of the Elementary Schools  
All Others Concerned

From: LORNA G. BUGAYONG, PhD., CESO V  
Schools Division Superintendent

Subject: **Second Division Management Committee Meeting for FY 2021**

Date: July 6, 2021

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1. This Office announces the conduct of the Second Division Management Committee (DMC) Meeting for FY 2021 on July 14 and 15, 2021 at the La Esplanada Transient House, Barangay Lucap, Alaminos City.
2. Highlight of the DMC Meeting will be the Cluster presentation on the Accomplishment Report for SY 2020 – 2021 and the Simulated Plans for SY 2021 – 2020.

The presentation will include the following aspects of school governance and operations:

- I. Accomplishment Report for SY 2020 – 2021
  - A. Indicators:
    1. Enrolment
    2. Number of learners with passing / failing / incomplete grades and reasons where applicable
    3. Number of Drop out
  - B. Instruction:
    1. No. of MELCs unpacked
    2. No of activity sheets/radio/TV scripts crafted and used.
    3. Use of radio, TV and other platforms in the delivery of learning.
  - C. No of Parents trained as Home Learning Facilitators and how many of them actually acted as HLF. Present milestones and stories if there is any.
  - D. Report on Teachers – Profiling and Performance Assessment, Mentoring & Coaching conducted
  - E. School-based PPAs (to include co-curricular activities) e.g. reading program, etc
  - F. Report on partnership and networking
- II. Milestones / Best Practices in the implementation of Distance Learning Education for SY 2020 - 2021
- III. Simulated Plans for School Year 2021 – 2022
  - A. Enrolment procedure



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- B. Readiness of School for Distance Learning
  - 1. Preparation/Production of Materials
  - 2. Inventory of available LMs (CO-developed / Project WWW / School-developed Activity Sheets) and other support materials
  - 3. School-based / Classroom-based quality assuring
  - 4. Distribution/Retrieval of LMs to/from learners
  - 5. Class scheduling
- C. Instructional assistance to parents
- D. Readiness of Personnel
  - 1. Sufficiency of personnel – teaching and non-teaching (if any)
  - 2. Availability of support personnel to maintain the upkeep of the school.
  - 3. Teacher loading/Work from Home strategies
  - 4. Vaccination plan/strategy for school personnel
  - 5. Contingency plan in case of COVID 9 transmission in the area of responsibility (to include communication strategy)
- E. Readiness of school facilities
  - 1. Classroom set up
  - 2. Handwashing facilities
  - 3. Toilet / Comfort Room
  - 4. PPEs and other disinfection equipment and consumables for learners and teachers.
- F. Partnership with the Community and other stakeholders.

All schools heads are expected to prepare their respective report to be submitted to the Cluster Leader who shall COLLATE these and prepare the Cluster Presentation through powerpoint or video. The presenter should be one among the School Heads in the cluster and has not yet presented in previous DMC Meetings.

4. The schedule of the presentation is as follows:

July 14	AM	Cluster 4
	PM	Cluster 3
July 15	AM	Cluster 2
	PM	Cluster 1

- 5. A registration fee of Php600.00 to cover food and other expenses shall be charged against the School MOOE and other funds subject to the usual accounting procedures.
- 6. Attendance is a must and no representatives are allowed. Everyone is expected to follow the required health protocols.
- 7. For information, guidance and strict compliance.

  
**DR. LORNA G. BUGAYONG, CESO V**  
Schools Division Superintendent