



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

DIVISION MEMORANDUM

No. 124 s., 2024.

To: Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/District-In-Charge
 Unit Heads of the Different Functional Divisions
 Senior Education Program Specialists
 Legal Officer, Administrative Officer V
 All Others Concerned

From: **GAUDENCIO C. ALJIBE, PhD, CESO VI**
 Schools Division Superintendent 112

Subject: **REGULAR CONDUCT OF THE DIVISION EXECUTIVE COMMITTEE (DEXECOM) CONFERENCE IN THE DEPARTMENT OF EDUCATION SCHOOLS DIVISION OFFICE OF NORTHERN SAMAR**

Date: **April 04, 2024**

1. This is to inform the field of a regular conduct of the Division Executive Committee (DEXECOM) Conference in the Department of Education Schools Division Office of Northern Samar. This conference primarily aims to facilitate effective communication, collaboration, and decision-making among key personnel within our division.
2. The Division Executive Committee Conference serves as a platform for:
 - a. Reviewing and discussing division-wide initiatives, goals, and strategies;
 - b. Providing updates on important policies, guidelines, and directives from the Department of Education;
 - c. Sharing best practices and innovative approaches to enhance the quality of education in our division;
 - d. Addressing challenges, concerns, and issues encountered by schools and personnel within the division; and
 - e. Promoting synergy and coordination among different units and offices within the division.
3. The conference will be held **bi-monthly** or as the need arises. The specific venue will be determined by the assigned host.

Unit / Cluster	Focal Person	Target Dates
Unit 1 / Cluster 1	Denmark Mabutin	May-June, 2024



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By: AK
 Date: 4-18-24 act

Unit II / Cluster II	Erma Parena	July-August, 2024
Unit III / Cluster III	MaryJane Aguire	September-October, 2024
Unit IV / Cluster IV	Esther Delacruz	November-December, 2024
Unit V / Cluster V	Sivano Pinca	January-February, 2025
Unit VI / Cluster VI	Carlos Balanquit	March-April, 2025
Unit VII / Cluster VII	Rico Baladad	May-June, 2025

4. Participants to this activity are the following:
- Assistant Schools Division Superintendent;
 - CID and SGOD Chiefs;
 - Education Program Supervisors;
 - Public Schools District Supervisors and the District-In-Charge;
 - SEPS and the Heads of the Division Functional Units;
 - Legal Officer, Administrative Officer V;
 - Others
5. Attendance to this conference is **mandatory** for all identified key personnel. In cases of unavoidable absence, representatives must be designated to attend on behalf of their offices.
7. The specific agenda for each conference will be circulated prior to the scheduled date. Suggestions for agenda items are welcome and should be submitted to the office of the Assistant Schools Division Superintendent at least one week before the conference date.
8. Key decisions, action points, and follow-up tasks will be documented during the conference and disseminated to all concerned parties for implementation and monitoring. Thus, the host district should assign a **SECRETARIAT** to capture the salient points and record the **MINUTES** of the conference.
6. Immediate dissemination of and compliance with this Memorandum are highly desired.

Enclosures : NONE
 To be indicated in the Perpetual Index under the following subjects:
 MANAGEMENT DEXECOM. MANCOM