



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City 7100



Tel No.: (065) 212-5843

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Division Memorandum No. 013 s. 2020

To: Chief Education Supervisors  
Section/Unit Heads  
Public Schools District Supervisors  
Elementary/Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division

From: MA. LIZAR. TABILON EdD, CESO VI  
Schools Division Superintendent

Subject: Establishment and Composition of the Executive Committee (ExeCom)

Date: January 2, 2020

1. Aligned with the intent of streamlining organizational processes to promote collaboration and an effective framework of governance through shared leadership and shared decision-making, the SDO Executive Committee is hereby established and composed as follows:

Chairperson:	Schools Division Superintendent
Vice Chairpersons:	Assistant Schools Division Superintendents
Members:	Chief – SGOD Chief - CID Legal Officer Division Accountant Administrative Officer V for Budget Administrative Officer V for Admin. Services

Secretariat:	Jun Leonard U. Romarate Marie Antonette A. Barrera Christine Joyce S. Paco Pamela B. Juson Marife A. Dela Cerna Gekabel B. Velarde Sharla Mae L. Ogoc
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*"Be and Do Much Better Each Day with a Sense of Urgency"*







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2. The following rules shall be observed:
  - There shall be a quorum if two thirds 2/3 of the members are present;
  - Each member has one voting rights wherein majority of the casted votes wins and the vote from Division Superintendent shall be a tie breaker in cases of tie; and
  - Issues to be resolved must be raised through a motion.
3. In general, the Executive Committee is created for the following purposes:
  - to provide venue for discussion of concerns pertaining to irregular issues and general administration and provision of support services to schools and learning centers and find resolve to pressing issues affecting the operation of the organization;
  - oversee the daily implementation of policies and making sure that the SDO and its operating units maintain good governance practices;
  - act as advisory and oversight council to continually provide organizational direction;
  - exist as nerve center to receive and hear progress reports on results of monitoring and evaluation of PAP implementation and status of initiatives of the organization; and
  - develop strategic plans and other intervention activities to respond to emergent and long-term needs of the organization.
4. There shall be assigned a Secretariat to assist and facilitate the smooth conduct of every meeting of the Executive Committee whose functions shall be but not limited to the following as may be necessary under any meeting circumstance.
  - Prepare the Activity Proposal, PPMP and PR for goods and supplies for the conduct of the ExeCom for the entire year and follow-up procurement process until supply/delivery of requested items.
  - Gather issues and concerns/meeting agenda from the members of the ExeCom.
  - Prepare the meeting portfolio with the necessary enclosures.
  - Prepare and route notice of meeting to all members of the ExeCom and other invited employees/officials to the meeting.
  - Facilitate for the preparation/presentation of reports through power point.
  - Record the minutes of every meeting and provide copies of which for perusal to all members two days after the meeting
  - Assist and provide for the needs of the ExeCom during the meeting; i.e. meals, refreshment, supplies, photocopy of documents/reports and etc.
  - Keep copies of modes of verification (still or moving) of every meeting.
  - Go for errand or act as liaison of the ExeCom.
  - Prepare/Maintain the upkeep of the venue before and after the meeting.



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5. The Executive Committee shall have its regular monthly meeting and whenever necessary may call for special meetings which expenses incurred shall be chargeable against local funds subject to its availability and the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.

Classification: Committees

MLRT/ExeCom Establishment and Composition/DM001-2020/01022020



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