



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



1 September 2022

Regional Memorandum

WEEKLY CONDUCT OF ONLINE REGIONAL MEETINGS

To: **Assistant Regional Director
Schools Division Superintendents
Regional Office Functional Division Chiefs**

1. Pursuant to Office Memorandum No. 1, s. 2022 of the Department of Education - Office of the Secretary, DepEd CALABARZON will **conduct a weekly online Regional Meeting every Thursday at 2:00 p.m.** The first meeting will be held on September 8, 2022.
2. Participants in this weekly meeting are the Assistant Regional Director, Schools Division Superintendents, Assistant Schools Division Superintendents, and the Regional Office Functional Division Chiefs.
3. The Regional ICT Unit will provide the weekly meeting link through the **MANCOM4A EXPANDED** Team located in MS Teams.
4. Schools Division Offices and Functional Division Offices with issues or concerns regarding DepEd policies, plans, and standards are instructed to report these using the template found here: <https://bit.ly/ManCom4APPT>.
5. The report should be emailed to Public Affairs Unit at pau.calabarzon@deped.gov.ph, copy furnish the ICT Unit at ict.calabarzon@deped.gov.ph. **Deadline of submission of the report is every Wednesday of the workweek.**
6. For immediate dissemination and compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary
Officer-in-Charge, Office of the
Regional Director

pau/mjpd



Address: Gate 2, Karangalan Village, Cainta, Rizal
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Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



**<Division Office or Functional Division>
(Date)**

No.	Issues/Concerns	Recommended Action/Solution
1		
2		
3		

Please add rows if necessary



Sample template to be used during reporting



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

31 August 2022

OFFICE MEMORANDUM

No. **001**, s. 2022

WEEKLY CONDUCT OF ONLINE REGIONAL MEETINGS

To: Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. By virtue of Republic Act (RA) 9155, the Department of Education (DepEd) shall adhere to the principle of shared governance where every unit in the education bureaucracy has a particular role, task and responsibility inherent in the office and for which it is principally accountable for outcomes.
2. With reference to Section 2 of RA 9155, it is at the field offices — regions, divisions, schools and learning centers — where policies are translated into programs, projects and services developed, adapted and offered to address local needs.
3. In furtherance of the Department's efforts to empower the field officials vested with authority, accountability and responsibility within their respective levels, the Regional Directors (RDs) together with the Assistant Regional Directors are hereby instructed to call for online weekly meetings with Schools Division Superintendents (SDS) and Assistant Schools Division Superintendents (ASDS).
4. These shall serve as avenues for the field officials to discuss policies and actions that will address issues, concerns, and problems within their purview, consistent with the national educational policies, plans and standards.
5. In addition to the above, RDs must submit a monthly report of the issues, concerns, and problems reported to them by the SDS and the ASDS, as well as a status report of resolved items from the said meetings.
6. Immediate dissemination of and strict compliance with this Memorandum is required.



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please scan the QR code.



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SARA Z. DUTERTE
Vice President and Secretary