



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

December 22, 2023

OFFICE MEMORANDUM
ORD-2023-289

**REVISED GUIDELINES ON THE CONDUCT OF MEETINGS, CONVOCATION AND
OTHER ACTIVITIES AT DEPED SOCCSKSARGEN REGIONAL OFFICE**

To: Chiefs of the Functional Divisions
All Other RO Employees Concerned

1. To continuously sustain the conformity and suitability of this Office to the quality management system of the Department, the enhanced guidelines and schedule for the conduct of Convocation, Executive Committee Meeting (EXECOM) and Program Committee Meeting (PROGCOM), and other activities of this Office are hereby enhanced for institutionalization, as follows:

Name of the Meeting	Schedule	Enjoined Attendees	Person/Office Responsible
Executive Committee Meeting (EXECOM)	Quarterly – 1 st Monday of the 1 st month of every quarter	Directors IV and III, all Functional Division Chiefs and Section/Unit Heads	Office of the Regional Director Secretariat: ORD's Secretary
Program Committee Meeting (PROGCOM)	Twice a month - every second and fourth Tuesday of every month	Directors IV and III, all Functional Division Chiefs, Education Program Supervisors, Section/Unit Heads and Program Holders	(Assigned) Functional Division Secretariat: PAU
Monday Convocation	Every Monday at 7.45 a.m.	All employees	(Assigned) Functional Division

2. All personnel shall observe the flow of activities during Convocation and PROGCOM meetings as specified below:



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Activity	Requirement	Person Responsible
MONDAY CONVOCATION		
Philippine National Anthem	Philippine Flag and recorded accompaniment of the Philippine National Anthem	Officer of the Day
Invocation	Prayer Leader	
Panunumpa sa Watawat ng Pilipinas and Panunumpa ng Lingkod Bayan CSC Memorandum Circular No. 15 dated 11 November 2021	Recitation	
Panunumpa ng Kawani ng Pamahalaan Bilang Tunay na Tagapagtanggol ng Karapatang Pantao (every 1st week of the month only)		
Group Recitation of: DepEd Quality Policy, Aspiration and Core Values	Recitation	
Regional Hymn	Singing	
Program Standards		
Energizer	One prepared game/activity to start the week with vibrance and positive vibes or an invited speaker if there is an urgent concern for discussion	
Functional Division Updates on the Calendar of Activities for the Week	Chief and Section/Unit Heads shall present updates on activities for the week and other administrative and logistical reminders	Chiefs and Section/Unit Heads
Message	Top Management's directions and prioritizations for the week	Regional Director/ Asst. Regional Director
"Gantimpala Agad" (On-the-Spot) Awarding <i>(every 1st week of the month)</i>	Certificate of Recognition given to employee/unit or section/functional division (if any) for day-to-day efforts that contribute in a special way to getting the	PRAISE Committee and secretariat; CCSM process owner



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	job done efficiently and effectively	
CCSM Results (every 2 nd week of the month)	Weekly results of the CCSM shall be presented highlighting any personnel or unit/section/functional division for going out of his/their way attending to the needs of and extending their utmost courtesy to serve the internal and external clients at the workplace. Clarifications, inquiries and complaints shall be reported and the functional division/unit/section concerned shall submit a resolution within 72 hours to address the process gap and issue.	CCSM and Feedback Management Team and all functional divisions chief, unit and section heads

3. All EXECOM members and secretariat shall adhere to the procedures in conducting the Executive Committee Meeting; to wit:

Activity	Requirement	Person Responsible
Attendance check	Checking of attendance by functional division/section/unit head shall be done ten minutes before the call to order	Secretariat
Meeting Proper RD's/ARD's Time <ul style="list-style-type: none"> • Call to Order • Reading of the minutes of the previous meeting • Business arising from the minutes of the previous meeting 	ORD shall provide the over-all agenda of the meeting which will focus on new department issuances (memos and DOs) and issues and concerns affecting office operations, policy and program implementation particularly the results of policy review	Directors III and IV



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<ul style="list-style-type: none"> • Presentation of Provisional Agenda for Approval • Discussion 		
Presentation of the results of Policy Review by concerned functional division c/o Chief	Highlight the results of the policy review needing discussion, comment and recommendation from the other functional divisions and eventually management decision	Chief of the Functional Division/Section and Unit Heads
Agreement and Next Steps	Highlight of agreements and actions to be taken per issue and concern	Secretariat
Adjournment		Director IV or III

4. All PROGCOM members shall observe the flow of the ProgCom meeting as follows:

PROGRAM COMMITTEE MEETING		
Activity	Requirement	Person Responsible
Attendance check	Checking of attendance by functional division shall be done ten minutes before the call to order	Presiding Chief or designated staff
Meeting Proper RD's/ARD's Time <ul style="list-style-type: none"> • Call to Order • Reading of the minutes of the previous meeting • Business arising from the minutes of the previous meeting • Presentation of Provisional Agenda for Approval • Discussion 	ORD shall provide the over-all agenda of the meeting which will focus on new department issuances (memos and DOs), Updates on special curricular programs, Critical milestones of the department (K to 12 and SHS), Organizational Development (QMS), Procurement, PMIS vis-à-vis implementation of the WFP, Regional Initiatives and Innovations, QATAME and Planning and Budget matters.	Directors III and IV
Assistant Regional Director's Time		Director III



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Regional Director's Time	Policy, localized guidelines, strategic management directions and prioritization of the organization	Director IV
QMT for QMS updates	Quality Management Teams' Time particularly on the status of actions taken from the previous Management Review agreements <ul style="list-style-type: none"> • Quality Management Representative • Knowledge Management Team • Internal Quality Audit Team • Quality Workplace Team • Training and Advocacy Team • Risk Management Team 	QMT leaders
BAC Matters	Procurement updates	BAC Chairperson or BAC Secretariat
PMIS Matters	PMIS updates Activities for the month AR/ATC review and approval	PPRD, QAD, and FD
Division Updates (15-minute presentation) AD FD HRDD CLMD PPRD QAD FTAD ESSD ORD	Scope of Presentation Scorecard of PPA targets versus actual accomplishments Status and Updates of Program Implementation Issues and Concerns Next Steps Note: Issues and concerns must be documented using Enclosure 3: Issue Log Template. Further, the documenter shall	Preferably Chief or any member of the Functional Division



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	summarize and report during the discussion of Other Matters to allow the group to decide and agree on possible ways and interventions to address the issues.	
CCSM Results – every 2 nd week of the month	CCSM results on external and internal customers as well as external service providers shall be reported for possible adjustment and top management decision	Public Affairs Unit
Quarterly summary of attendance	Summary of attendance of every functional division per quarter shall be reported on the 4 th week of the last month of every quarter	PROGCOM secretariat
Other Matters	Enclosure 3: Issue Log Template	
Agreements and Next Steps		
Adjournment	Enclosure 4: Excerpts of the Minutes of the Meeting	Presiding Officer

5. To uphold the core values of being “Maka-Diyos” with respect to the faith of the employees, **a holy mass shall be held at 11:00 a.m. for the Roman Catholic personnel every first Friday of the month. Muslim personnel shall be excused from work at 10:00 a.m. to 2:00 p.m. during Fridays for the Muslim pray day, pursuant to Presidential Decree No. 322, 1973.**

6. The following protocols and processes shall hence be observed during the regional office meeting, Monday convocation and other activities:

- 6.a The host functional division shall be responsible in preparing, facilitating and managing the flow of the PROGCOM, Monday Convocation and the monthly first Friday holy mass;
- 6.b Attendance of all ProgCom members to the twice a month meeting and Monday Convocation at 7:45 a.m. is **non-negotiable**. In case a filed leave of absence or official travel of a ProgCom member coincides with the



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meeting, the ProgCom secretariat shall verify it with the Administrative-Personnel.

- 6.c **A quarterly status of attendance of the ProgCom members shall be reported by the secretariat during the Tuesday ProgCom meeting on the last month of the quarter to track the frequency of attendance of the members.**
- 6.d It is also reiterated that the PROGCOM and Monday convocations **shall be given priority** hence, **functional division chiefs are advised to schedule region-initiated activities under their supervision on Wednesday until Fridays only.**
- 6.e To ensure the presence of all regular members, the platform to be adopted during the PROGCOM shall be hybrid: those physically present in the Office shall attend in-person at the conference room while those on Official Travel shall be joining online via MS teams. The ICTU shall create and send the link of the meeting loop to all concerned prior to the meeting, ensure internet connectivity, and assist during preliminaries and meeting proper, particularly on the PowerPoint presentations of the FDs.
- 6.f All files and information discussed during the Program Committee Meeting shall be accessed and retrieved through google shared drive <https://drive.google.com/drive/u/1/folders/OAPnSYo3czYMJUk9PVA> however, be guided by the Data Privacy Act of 2012 particularly on using and sharing of information for other purposes, which should be approved by this Office.
- 6.g If a national or local holiday falls on the Tuesday of a scheduled ProgCom meeting, it shall automatically be conducted the next regular working day. When necessary, Special Executive Committee and Program Committee Meetings may also be called for to address urgent and important issues and concerns.
- 6.h **The official time to be observed during the Monday flag ceremony shall be 7:45 am. Flexi-time is not applicable during the conduct of the flag ceremony. Likewise, employees are directed to participate in the flag lowering ceremonies at 4:55 in the afternoon every Friday.**



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7. The ORD-PAU shall serve as ProgCom secretariat and shall document the proceedings of the meeting. Electronic copy of the highlights of the meeting shall be disseminated two days before the meeting through email. Should there be any issues and concerns, the Issue Log template shall be used to list the concerns and agree with appropriate action and next steps.
8. See the following enclosures for reference and guidance:
 - Enclosure 1: List of ProgCom Members
 - Enclosure 2: Functional Division Sponsorship
 - Enclosure 3: Issue Log Template
 - Enclosure 4: Template of the Minutes of Meeting
9. Meals and snacks shall be borne from the Regional Office MOOE, all subject to the usual accounting and auditing rules and regulations. The sponsoring functional division shall take charge of the food packs distribution.
10. Immediate dissemination of this memorandum and compliance by all concerned is directed.


CARLITO D. ROCAFORT
Director IV

KHL/ORD/OM/ REVISED GUIDELINES ON THE CONDUCT OF MEETINGS, CONVOCATION AND OTHER ACTIVITIES AT
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Enclosure 1 to Office Memorandum ORD-2023-289: **List of PROGCOM Members**

Name	Position
OFFICE OF THE REGIONAL DIRECTOR	
1. Carlito D. Rocafort	Director IV
2. Atty. Rodel Salvador	Attorney IV
3. Atty. John Rey Villalon	Attorney III
4. Aldwin B. Opre	ITO
5. Herald L. Barnuevo	Special Investigator III
6. Reah Joy S. Hallique	AO V/CCSM
7. Charles Lorenz B. Nadela	Computer Programmer II/ICT Support Staff
8. RM Dion Winner D. Lebrero	PDO II
9. Kimber Mae Agpalsa	ADAS I
10. Levi Carla Villanueva	Computer Maintenance Technologist I/ICT Support staff
OFFICE OF THE ASST. REGIONAL DIRECTOR	
11. Kathrine H. Lotilla	Chief AO/OIC-OARD
ADMINISTRATIVE DIVISION	
12. Joseph Russel M. Farnazo	OIC-CAO/BAC TWG
13. Emerin B. Astillero	AO V – Personnel
14. Jose Leody C. Armada	AO V – Supply/Member, TWG - BAC
15. Rasul B. Sinarimbo	AO V – Records
16. Lydia G. Initan	AO V – Cashier
17. Alyssa Grace D. Goyone	AO IV – GSU/BAC Sec
18. Remie P. Pama	AO IV- Procurement Unit
19. Jovel H. Hunas	Teacher Credential Evaluator/Reclassification of Teacher Positions
20. Edwin C. Parcon	ADAS VI – RPSU
FINANCE DIVISION	
21. Ma. Lourdes A. Sanchez	Chief AO/QWT Chairperson
22. Ma. Jeanette N. Delima	SAO
23. Noren Grace G. Laguting	AO IV – Budget Officer/Head, BAC TWG
24. Cheryl P. Villa	Accountant III
EDUCATION SUPPORT SERVICES DIVISION	
25. Napoleon J. Gio	Chief ES/BAC Vice Chair/KMT Chairperson
26. Dr. Adlyn Bea A. Bernaldez	Medical Officer IV/OK sa DepEd Program
27. Engr. Elgene O. Dequilla	Engineer III/TWG Member, Educational Facilities
28. Ismael N. Ngitngit, Jr.	PDO IV/BAC Member, Brigada Eskwela
29. Jann Earl Wendell J. Lope	PDO II
30. Dr. Mina Fe S. Ruz	Dentist III
31. Ma. Lourdes A. Ines	Nutritionist Dietician II



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CURRICULUM & LEARNING MANAGEMENT DIVISION	
32. Gilbert B. Barrera	Chief ES/BAC Member
33. Shienna Lyn L. Antenor	EPS - English, Special Program in Journalism (SPJ), Reading, Campus Journalism-English, CLMD Research Focal Person, Language, Reading and Literacy, Early Language Literacy and Numeracy
34. Crisanto M. Bulado	EPS - EPP/TLE/TVL, Special Program in Technical-Vocational Education (SPTVE), Alternative Learning System (ALS), Senior High School (SHS), SHS-JDVP, Career Guidance-SHS
35. Magdaleno C. Duhilag, Jr.	EPS - Music, Arts, Physical Education and Health (MAPEH), Citizenship Training Program (CTP), Special Program in Sports (SPS), Palaro/SOCCSKSARGEN Regional Athletic Association (SRAA)
36. Cynthia G. Diaz	EPS - Edukasyon sa Pagpapakatao (EsP)/GMRC and Values Education, Homeroom Guidance Program (HRG), Special Needs Education (SNED), Guidance and Counseling in Partnership with Youth Formation Program handled by ESSD, Strengthening Parental Engagement in Education (SPEEd)
37. Arturo D. Tingson, Jr.	EPS - Learning Resource Management System (LRMS), Alternative Delivery Mode (ADM)
38. Jade P. Palomar	EPS - Araling Panlipunan, Makabansa, Kindergarten, GAD
39. Leonardo B. Mission	EPS - Filipino, MTB-MLE, Campus Journalism-Filipino, Chairperson-Reclassification of Plantilla Items, Strengthening Parental Engagement in Education (SPEEd), TAT Chairperson
40. Regan B. Dagadas	EPS - IPED, Muslim Education Program (MEP)/Arabic Language and Islamic Values Education (ALIVE), Special Program in Foreign Language (SPFL)
41. Jay-ar S. Lipura	EPS - Mathematics, Science, Assessment, Special Science Programs (SSES, STE, Regional Science HS), PRIMALS+, National Science Technology Fair (NSTF)
42. Maria Isabel R. Cunanan	EPS - Multigrade, RFOT, Special Program in the Arts (SPA), Culture and Arts, NAMCYA
QUALITY ASSURANCE DIVISION	
43. Luz Lalli L. Ferrer	Chief ES/BAC Member/Co-Chair HRMPSB/QMR



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44. Norman S. Valeroso	EPS - Scouting
45. Louella D. Jabido	EPS - Member, BAC Inspectorate/Member, QMS Secretariat
46. Michael A. Poblador	EPS - Reclassification Eval. Member
47. Grace Patrice M. Mondragon	EPS - Principal's Test, Head BAC Secretariat, Head QMS Secretariat
48. Nathaniel F. Bangoc	EPS - RMT Deputy
HUMAN RESOURCE DEVELOPMENT DIVISION	
49. Emily F. Enolpe	OIC-Chief ES/Regional Operations Manager (NEAP R-XII), Co-Chair Rewards and Recognition, BAC Member, KM-DIM Deputy, TEACEP Focal
50. Dave C. Prodigio	EPS - L and D, NTIP, Performance Management, CPD, WAP, IPBSH/SHDP
51. Roger V. Suerte	EPS - EWD, IPBT, Succession Planning
52. Henry Fritz H. Diaz	SEPS - Scholarship Programs, NEAP Programs, TEACEP
53. Jodan Manua	EPS II - Rewards and Recognition, LAC, TEC, Pre-Service Education
54. Apple John A. Satorre	EPS II - EWD, LAC, Knowledge Management
55. Maricel B. Dignadice	EPS II - NEAP Programs, IPBT, PMIS
56. Christopher Estanislao	Dormitory Manager II - NEAP Facility Management
POLICY, PLANNING AND RESEARCH DIVISION	
57. Glenn A. Bisnar	Chief ES/IQAT Leader
58.	EPS for Planning and Development
59. Reynaldo S. Gallardo	PO III
FIELD TECHNICAL ASSISTANCE DIVISION	
60. Melinda A. Rivera	Chief ES
61. Agney C. Taruc	EPS/Peace Ed. Coord./School-based Management



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Enclosure 2 to Office Memorandum ORD-2023-289: Functional Divisions Convocation and PROGCOM Sponsorship

Week per Month	Functional Division Responsible		
	Monday Convocation	Program Committee Meeting	1 st Friday Holy Mass
January			
1 st week	HRDD		ORD
2 nd Week	CLMD	HRDD	
3 rd Week	QAD		
4 th Week	PPRD	CLMD	
5 th Week	ESSD		
February			
1 st week	FTAD		HRDD
2 nd Week	AD	QAD	
3 rd Week	FD		
4 th Week	ORD	PPRD	
March			
1 st week	HRDD		CLMD
2 nd Week	CLMD	ESSD	
3 rd Week	QAD		
4 th Week	PPRD	FTAD	
April			
1 st Week	ESSD		QAD
2 nd Week	FTAD	AD	
3 rd Week	AD		
4 th Week	FD	FD	
5 th Week	ORD		
May			
1 st Week	HRDD		PPRD
2 nd Week	CLMD	ORD	
3 rd Week	QAD		
4 th Week	PPRD	HRDD	
June			
1 st Week	ESSD		ESSD
2 nd Week	FTAD	CLMD	
3 rd Week	AD		
4 th Week	FD	QAD	
July			
1 st Week	ORD		FTAD
2 nd Week	HRDD	PPRD	
3 rd Week	CLMD		



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4 th Week	QAD	ESSD	
5 th Week	PPRD		
August			
1 st Week	ESSD		AD
2 nd Week	FTAD	FTAD	
3 rd Week	AD		
4 th Week	FD	AD	
September			
1 st Week	ORD		FD
2 nd Week	HRDD	FD	
3 rd Week	CLMD		
4 th Week	QAD	ORD	
5 th Week	PPRD		
October			
1 st Week	ESSD		Top Management
2 nd Week	FTAD	HRDD	
3 rd Week	AD		
4 th Week	FD	CLMD	
November			
1 st Week	ORD		DepEd SOCCSKSARGEN Cooperative
2 nd Week	HRDD	QAD	
3 rd Week	CLMD		
4 th Week	QAD	PPRD	
December			
1 st Week	PPRD		DepEd SOCCSKSARGEN Regional Office Employees Association
2 nd Week	ESSD	FTAD	
3 rd Week	FTAD		
4 th Week	AD	AD	