



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. 113, s. 2021

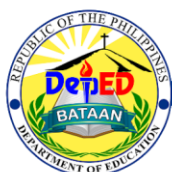
April 14, 2021

CONSTITUTION OF EXECUTIVE COMMITTEE OF SDO BATAAN

To: Assistant Schools Division Superintendent
Chiefs of Division, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
All Division Office Personnel
All Others Concerned

1. Pursuant to the commitment of this Organization to provide excellent leadership, this Office hereby constitutes the members of the Executive Committee of SDO Bataan.
2. The goal of creating the committee is to streamline decision-making towards the attainment of goals via regular planning, implementing and monitoring and evaluation of the organization's strategic directions.
3. The members of the Executive Committee are as follows:

Chairman	ROLAND M. FRONDA, EdD, CESO VI	OIC- Office of the Schools Division Superintendent
Vice-Chairman	WILLIAM RODERICK R. FALLORIN	OIC-Office of the Assistant Schools Division Superintendent
Members	1. MILAGROS M. PEÑAFLOR, PhD 2. RAMON C. PEREZ 3. ANDRES C. MATAWARAN, EdD 4. ILYNNE S. SAMONTE 5. PILAR C. IGNACIO 6. MYLENE SANTOS 7. MYRA V. DILIG 8. HELENE ROSE C. CAMACHO 9. PERLIE ANN R. TORRES 10. RICHARD ALBORO	CID Chief SGOD Chief Education Program Supervisor Education Program Supervisor Administrative Officer V Administrative Officer V Accountant III Attorney III Planning Officer III Information Technology Officer I



“WE MOULD HEROES”

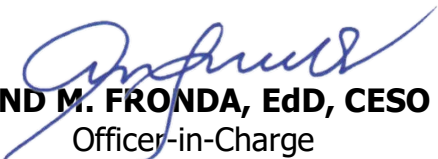
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ISO 9001: 2015 CERTIFIED

	11. MERCK BRYAN GRAGASIN	Engineer III
Secretariat	GLORIA M. MATIC	Education Program Specialist II
Technical Support	ANTHONY GLENN P. GACUTAN	Administrative Assistant III

4. The duties and responsibilities of the Executive Committee are as follows:
 - a. Convene regularly to discuss important matters.
 - b. Review accomplishments and recommend improvements to respective functional divisions.
 - c. Resolve administrative conflicts and recommend improvements to functional divisions.
 - d. Utilize relevant baseline data in planning for activities and provision of services.
 - e. Provide guidance and feedback to functional divisions regarding the conduct of activities and provision of services.
5. Relevant to this, the Committee members are hereby required to attend the First Execom Meeting on April 15, 2021, 1:00PM for the Review of Division Education Development Plan and discussion of other matters.
6. The schedule for the subsequent regular meetings of the Execom will be every 1st Monday of each month at 9:00 AM. All members are required to attend except for unavoidable circumstances or attendance to official business of equal or higher importance.
7. Immediate and wide dissemination is hereby requested.


ROLAND M. FRONDA, EdD, CESO VI
 Officer-in-Charge
 Office of the Schools Division Superintendent

Encl.: NA
 Reference: NONE
 To be included in the Perpetual Index
 under the following headings:
 CONSTITUTION EXECOM

CI02/ISS
 Division Memorandum Execom
 April 13, 2021