



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

January 21, 2025

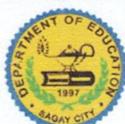
DIVISION MEMORANDUM

No. 049, s. 2025

EXECUTIVE COMMITTEE (EXECOM) MEETING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. The Schools Division of Sagay City will conduct the **Executive Committee (EXECOM) Meeting** every 1st and 3rd Mondays of the Month. The twice a month meeting shall ensure that the organization remains agile and responsive to both opportunities and challenges. The venue will be at the SDS Conference Room or at a venue that will be communicated through a *Notice of Meeting*.
2. The conduct of EXECOM Meeting in a regular schedule enhances strategic decision-making by providing a structured platform to address critical issues in a timely manner. It also fosters improved communication and alignment among committee members, helping to bridge departmental silos and ensuring that all efforts are synchronized toward achieving organizational goals. Bi-monthly meetings enable proactive issue resolution, allowing potential problems to be identified and addressed before they escalate. Additionally, these meetings support continuous progress monitoring, ensuring that initiatives stay on track and align with the organization's vision. Beyond operational benefits, the regular engagement strengthens team cohesion and collaboration, creating a shared sense of purpose and commitment among members. This approach promotes a culture of accountability, transparency, and strategic foresight, essential for sustained organizational success.
3. The EXECOM Meeting aims to:
 - a. review and refine organizational strategies to adapt to evolving internal and external circumstances;
 - b. assess progress on key performance indicators (KPIs), project milestones, and departmental objectives;
 - c. make informed decisions regarding resource distribution, budgeting, and prioritization of initiatives;
 - d. discuss and approve policies, ensuring they are aligned with legal requirements, organizational values, and strategic priorities;



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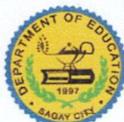
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- e. identify potential risks and formulate mitigation strategies to safeguard organizational interests;
 - f. plan and strategize effective communication with stakeholders, including employees, partners, and stakeholders;
 - g. encourage brainstorming and discussions around innovation, process improvements, and emerging opportunities; and
 - h. review the implementation of decisions made in previous meetings and address any pending action items.
4. The following is the Composition of the Executive Committee:
- Chairman: Schools Division Superintendent
 - Vice – Chair: Assistant Schools Division Superintendent
 - Members: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Administrative Officer V, Administrative Services
Administrative Officer V, Budget Unit
Accountant III
 - Secretariat: Division Information Officer
5. Attendance to this activity shall be given priority by the EXECOM Members. If regular members cannot attend this meeting, they shall send their representatives who are expected to perform the duties and responsibilities of a regular member.
6. Expenses relative to the conduct of this activity shall be charged against MOOE/ Local funds subject to the usual accounting and auditing rules and regulations.
7. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.
8. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



Enclosure : None
Reference : None
No. of Pages : 2
To be indicate in the **Perpetual Index** under the following subjects:
EXECOM EDUCATION LEADERS DIVISION
FN: dcmu/SDS_012125



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