



Republic of the Philippines
Department of Education

01 AUG 2022

OFFICE O R D E R
OO-OSEC-2022-**046**

**CONDUCT AND MANAGEMENT OF DEPARTMENT OF EDUCATION
EXECUTIVE COMMITTEE (EXECOM) AND MANAGEMENT COMMITTEE
(MANCOM) MEETINGS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. To efficiently discharge the Department's mandate in providing quality, accessible, equitable and relevant basic education, this office hereby promulgate the guidelines and protocols in the conduct of EXECOM and MANCOM meetings.

2. The Executive Committee is composed of the Secretary of Education as Chair and Undersecretaries and Assistant Secretaries as members. The following are the guidelines:

- 2.1 The regular Executive Committee meeting shall be held every Monday of the week at 2:00pm to 5:00pm.
- 2.2 The agenda shall be primarily policy level in nature and shall be determined based on importance and urgency.
- 2.3 A maximum of four (4) agenda items shall be included in every EXECOM Meeting. Each agenda item must be fully discussed and a decision must be rendered.
- 2.4 An EXECOM Member may invite specific Directors under their strand only when necessary
- 2.5 The Meeting shall be primarily in-person. However, hybrid or virtual mode may be used in special circumstances or when decided by the Secretary.

2.6 Request for inclusion of agenda shall be coursed through the secretariat subject to approval of the Chief of Staff

2.7 The default venue of Executive Committee Meeting shall be the OSEC Conference Room. Venues outside Metro Manila shall be subject to the approval by the Secretary.

3. The Management Committee is composed of all Undersecretaries, Assistant Secretaries, Central Office Bureau and Service Directors and Regional Directors. The Assistant Directors may represent their respective Directors when not available. They may also be called to attend by invitation.

4. Heads of Attached Agencies will be invited to join the meeting when the agenda require their participation or when the Chair requires it.

5. The following are the rules and guidelines:

5.1 The regular Management Committee meeting shall be held once a month, every first Monday of the month at 9:00am to 12:00pm. Special MANCOM meeting may be called by the Chief of Staff in consultation with the Undersecretary for Field Operations when circumstances require it.

5.2 Agenda shall be both policy and operational in nature and shall be determined based on importance and urgency of the matter.

5.3 A maximum of five (5) agenda items shall be included in every EXECOM meeting. Each agenda item must be fully discussed and a decision must be rendered.

5.4 The Meeting shall be primarily in-person. However, hybrid or virtual mode may be used in special circumstances or when decided by the Secretary.

5.5 The chair of the meeting shall be the Chief of Staff and Co-Chaired by the Undersecretary for Field Operations.

5.6 Request for inclusion of agenda shall be coursed through the secretariat subject to the approval of the Chief of Staff.

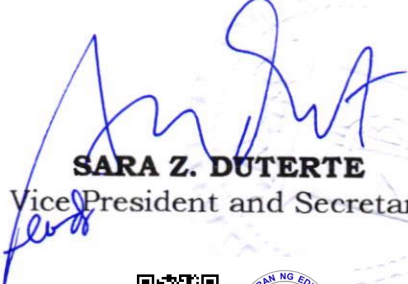
5.7 The default venue of Management Committee meeting shall be the Bulwagan ng Karunungan. Venues outside Metro Manila shall be subject to approval by the Secretary.

6. The Lead Secretariat to both EXECOM and MANCOM meetings shall be Planning Service with membership from Field Operations and Public Affairs Service. The role of the secretariat are the following:

6.1 Issuance of notice of meetings and prepare meeting materials

6.2 Receive, summarize and organize suggested agenda based importance and urgency

- 6.3 Coordinate with host region or school division on the arrangement of venues and other administrative and technical matters, if the meeting will be held outside metro manila
 - 6.4 Document the meeting and release the minutes of the meeting
 - 6.5 Issue Memorandum to all concerned officials for the action points arising from the meeting.
 - 6.6 Follow-up updates on the action points from identified offices
7. Copy of the minutes of meetings may be requested from the secretariat at execom.secretariat@deped.gov.ph for the minutes of execom meeting and mancom.secretariat@deped.gov.ph for the minutes of mancom meeting subject to the approval of the Chief of Staff.
8. Expenses to be incurred in the conduct of EXECOM and MANCOM meetings shall be charged against OSEC Funds, subject to usual accounting and auditing rules and regulations.
9. All other issuances inconsistent with this Order are repealed or modified accordingly.
10. This Order will take effect upon its issuance.
11. Immediate dissemination of and strict compliance with this Order is directed.


SARA Z. DUTERTE
Vice President and Secretary



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