



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



June 22, 2018

**DIVISION MEMORANDUM**

No. 169, s. 2018

**SCHEDULE OF REGULAR MEETING/DELIBERATION OF DIVISION  
COMMITTEES/BOARDS/TEAMS EFFECTIVE SCHOOL YEAR 2018-2019**

To: Division Bids and Awards Committee (BAC)  
Schools Division Research Committee (SDRC)  
Human Resource Merit Promotion and Selection Board (HRMPSB)  
Division Grievance Committee (DGC)  
Division Performance Management Team (PMT)  
Division Selection Committee (DSC)  
Division Program on Awards and Incentives for  
Service Excellence (PRAISE)  
All Others Concerned

1. In order to further improve efficiency in the delivery of services, this office hereby adopts the following regular schedule of activities of the different division committees, boards, and teams:

<b>Committee/Board/Team</b>	<b>Regular Schedule of Meeting/Deliberation</b>
Division Bids and Awards Committee (BAC)	Every Wednesday
Schools Division Research Committee (SDRC)	Every 1 <sup>st</sup> Monday of the Month
Human Resource Merit Promotion and Selection Board (HRMPSB)	Every Tuesday
Division Performance Management Team (PMT)	Every 2 <sup>nd</sup> Monday of the Month
Division Selection Committee (DSC)	As needed
Division Grievance Committee (DGC)	Every 3 <sup>rd</sup> Monday of the Month
Division Program on Awards and Incentives for Service Excellence (PRAISE)	Every 4 <sup>th</sup> Monday of the Month

2. All members of these committees, boards, and teams are advised to prioritize their presence to their respective committees and to synchronize their other activities so as not to overlap with the above schedules.
3. In for any valid reason the meeting/deliberation cannot be held as scheduled, the committee Chair concerned shall reset the same and inform the members of the change. As much as possible, no meeting/deliberation shall be cancelled.
4. Immediate and widest dissemination of this memorandum is enjoined.

  
**Dr. SALVADOR O. OCHAVO, JR., CESO VI**  
Schools Division Superintendent

/jrm

*"May katawhayan ag kalipayan sa among mga escuelahan."*