**Office of the Schools Division
Superintendent**

October 20, 2021

OFFICE MEMORANDUM

No. ___921___, s. 2021

TASK FORCE OPLAN "BANAT" REGULAR MEETING

TO: Asst. Schools Division Superintendents
          Chiefs, CID and SGOD
          OPLAN BANAT Task Force Chairpersons
          Section Heads
          All Others Concerned

1.   This is to reiterate the standing policy in the conduct of the OPLAN BANAT Task Force meetings and reporting procedures. It has been observed in the past meetings that some of the TF Chairpersons were either not attending the virtual meeting, late in joining the virtual meeting, and/or no reports submitted.

2.   In this connection, all **Task Force Chairpersons** must strictly adhere to our procedures during the conduct of our meetings to ensure effective feedbacking and implementation of the enhanced BE-LCP in SY 2021-2022 . All are enjoined to observe the following:

- Regular meeting to be conducted twice a month every 2nd and 4th Mondays;

- TF Chairperson must ensure strong wifi internet access;

- In cases of conflicting activities with the Region and Central Offices, TF Chairperson must designate the vice chairperson or a representative to attend the meeting and render their report;

- Report must only consist of the salient points of the TF activity accomplishments, issues or concern, and recommendations.

- Reporting must be a maximum of 5-minute presentation;

- Hard copy or soft copy of said Reports must be forwarded/submitted on or before the scheduled meeting to ASDS Dr. Faustino Toradio, copy furnish TF Kalitala Ms Amelia Cortidor.

3.   For your guidance and strict compliance.

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A. DAGATAN
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BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent