



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**

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**DIVISION MEMORANDUM**  
NO. 07, S. 2013

**To: All Education Program Supervisors (EPS I)**  
**Public Schools District Supervisors**  
**Elementary and Secondary School Heads**  
**(Public and Private)**  
**Heads of Units**  
**All Division Employees**

**From: ESTELA LEON-CARIÑO, CESO V,**  
**Schools Division Superintendent**

**Subject: UPDATED LIST OF APPENDED DUTIES OF EDUCATION PROGRAM**  
**SUPERVISORS I**

**Date: June 9, 2013**

1. To facilitate monitoring, evaluation, and preparation of reports for both public and private elementary and secondary schools, this Office updated the List of Appended Duties of Education program Supervisors I.
2. Attached is Enclosure 1, re: Updated Appended Duties/Assignment of Education Program Supervisors I.
3. This Memorandum shall take effect during the school year 2013 – 2014 until it will be rescinded.
4. Previous Division Memorandum or Issuance inconsistent with this Memorandum is rescinded accordingly.
5. Wide and immediate dissemination of this Memorandum to all concerned is desired.

## LIST of APPENDED DUTIES

- **ESTHER Y. MELECIO, Ed.D., EPS I FOR SCIENCE**

Appended Duties:

- In - charge of District II Public Elementary and Secondary Schools
- SSES and SPED Programs
- Indigenous Peoples Education program (IPED)
- BSP
- Health And Nutrition
- PARC
- PRAISE
- ICT Coordinator

- **FERNANDO B. ELEPONGA, Ed.D, EPS I FOR MAPEH**

Appended Duties:

- Panagbenga
- In - charge of District I Public Elementary and Secondary Schools
- BAC
- Parade
- CARAA
- Palarong Pambansa
- NAMCYA
- Culture and Arts
- Sports Program
- PSB
- Coop

- **ARTHUR TIONGAN, EPS I FOR ALS**

Appended Duties:

- Focal person – PTCA (Federation Division Wide)
- Focal Person – Election Matters – Local Election  
PTA  
Teachers Etc...
- Grievance – Member – Old
- PSB – Member
- BAC – Member
- In - charge District III – Public Elementary and Secondary Schools

- REYNALDO D. UMAT, EPS I FOR TLE

Appended Duties:

- Divisions – Physical Facilities Coordinator (DPFC)
  1. School building – New construction, rehabilitation condemnation and repair
  2. School furnitures/facilities.
- Gulayan Sa Paaralan (Dep-Ed memo no. 293 s. 2007)
- Adopt a School program
  1. Brigada Eskwela
- School Canteens – monitoring team member
- Boy Scout of the Philippines (BSP) – member
- Baguio Regreening Movement, Inc./ Tree Planting
- Division Disaster Risk Reduction and Management
- Division Technical Working Group (TWG) – Chairman
- National Greening Program (NGP) – member
- COMELEC committee member
- In-charge, District IV Public Elementary and Secondary Schools

- TERESITA D. MAYAM, EPS I FOR MATHEMATICS

Appended Duties:

- Chairman, Division Inspection Committee
- Special member, Supervisory group
- Member, Division Grievance Committee
- Vice – Chairman, Division Praise Committee
- Member, Division Disposal and Condemnation Committee
- Member, In-charge of District III Public Elementary and Secondary Schools
  - Member Performance Appraisal System to School Administrator (PASSA)
  - In-charge of District II Public Elementary and Secondary Schools

- THELMA T. DALAY-ON, EPS I FOR FILIPINO

Appended Duties:

- Division Kindergarten Coordinator
- Division Mother Tongue – Based Multilingual Education (MTB – MLE) coordinator
- Division ALIVE coordinator
- Division K to 12 coordinator
- Division Human Resource for the LRMDS Core Group
  - Quality Assurance Coordinator

- Facilitates in the processing and issuance of the following:
  - a) Permit to Study of School Heads, Non – Teaching Personnels and teachers (with Mildred)
  - b) Contract of Service of Asatidz and Kindergarten Teacher
  - c) In-charge of District III Public Elementary and Secondary Schools
  
- **EVELYN M. GABOT, EPS I FOR SOCIAL STUDIES**  
 Appended Duties:
  - School – Based Management Division Coordinator - APPES
    - School Improvement Plan/Annual Improvement Plan
    - Division Educational Development Plan
  - Gender and Development Division Focal Point
    - Violence Against Women and Children
    - Anti – Child Abuse Network (ACAN)
    - Child friendly Tracking System And Program
    - Juvenile Justice Network
    - Child Friendly City/Barangay
  - National Drug Education Program Focal Point
  - 4Ps (Pantawid Pamilyang Pilipino Program) Focal Point
  - Student/Pupil Government Division Coordinator
  - Philippine Red Cross DepEd Representative – Anti TB
  - Division Grievance Committee Member
  - Population Education Division Focal point
  - Financial Literacy and Anti – Graft Education Integration Focal Point
  - Peace Education Focal Point
  - Division LRMDS Manager
  - In-charge of District III Public Elementary and Secondary Schools
  
- **JULIET C. SANAD, EPS 1 FOR VALUES/GUIDANCE**  
 Appended Duties:
  - Division Testing Coordinator (DTC)
    - a) National Achievement Test – NAT
    - b) National Career Assessment Exam – NCAE
    - c) Philippine Educational Placement Test – PEPT
    - d) Teachers English proficiency Test – TEPT

- Division Drop Out Reduction Program (DORP) and Alternative Delivery Modes (ADM)
- Division Scholarship Program Coordinator
  - a) Baguio – Benguet Community Credit Cooperative Inc. Scholarship Program (BBCCC)
  - b) Baneco Educational Financial Assistance Program
- Division Coordinator/Evaluator National Qualifying Examination for School Head (NQESH)
- Division Coordinator Girl Scout of the Philippines (GSP)
- Coordinator Government Assistance to Students and Teachers in Private Education (GASTPE)
  - a) Education Service Contracting (ESC)
  - b) Education Voucher System (EVS) phased out SY 2013 – 2014
  - c) Teacher Salary Subsidy (TSS)
  - d) In-charge of District IV Public Elementary and Secondary Schools
- Coordinator Baguio Exemplary School Teacher B.E.S.T. sponsored by the Rotary Club of the Baguio Sunrise

#### DIVISION COMMITTEE

1. BAC – chairman
  2. PRAISE – member
  3. RQA – member
- LILIAN S. PAGULONGAN, EPS I FOR ENGLISH  
Duties and Responsibilities:
    - Observations of teachers followed by conferences with the teacher to improve instructional and self – evaluation skills
    - Assist teachers develop teaching instructional materials
    - Act/serve as a resource person for both school and teachers

#### Job Description

- Diagnose training needs of teachers
- Hold/conduct training for English teachers for both elementary and secondary levels
- Train teachers in the art of utilizing, using and dealing with modern educational technology
- Assists teachers in the evaluation of pupil's achievement
- Encourage teachers to conduct researches

#### Appended Duties

- In charge of the deployment of Student Teachers

- Member of the Division ranking committee for the Division RQA
- In charge of the Campus Journalism
- In charge of District I Public Elementary and Secondary Schools
- Member of the Division PRAISE
- In charge of the PHIL – IRI
- Library Hub

### **In-Charge of Private Schools**

Pre-School – Dr. Thelma Dalay-on

**Members:** Dr. Evelyn M. Gabot

*Mr. Arthur Tiougan*

Elementary – Dr. Lilian Pagulongan

**Members:** Dr. Fernando B. Eleponga

*Math EPS*

High School – Dr. Juliet Sannad

**Members:** Reynaldo D. Umayat

Dr. Esther Y. Melecio