





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



## DIVISION MEMORANDUM

No.: 127, Series of 2014

To : All Division Promotional Staff;  
Public Schools District Supervisors;  
Secondary School Principals;  
Elementary School Principals;  
Administrative Officers;  
Teachers – In – Charge;  
Public Elementary and Secondary School Teachers;  
Non – Teaching Personnel; and  
All Others Concerned

From :  **FRANCIS CESAR B. BRINGAS, CESO VI**  
Asst. Schools Division Superintendent  
Officer – In – Charge 

Subject : **REORGANIZATION OF DIVISION COMMITTEES**

Date : 23 September 2014

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01. Due to the reassignment of Dr. Federico P. Martin, Assistant Schools Division Superintendent to the Division of Benguet, the Division Committees are hereby reorganized as follows:

**a. DIVISION BIDS AND AWARDS COMMITTEE (BAC)**

DESIGNATION	NAME
Chairman	Augustin P. Laban III
Vice - Chairman	Juliet C. Sannad
Members:	
	Fernando B. Eleponga
	Roberto R. Gonzales
	Arthur Tiongan

**b. DIVISION BAC SECRETARIAT**

DESIGNATION	NAME
BAC Secretary	Bebsie Hernandez*
Alternate BAC Secretary	Conrado C. Aguilar, Jr.*

\* Subject to change immediately upon the filling up of DEMO position to be vacated.

**c. DIVISION TECHNICAL WORKING GROUP (TWG)**

DESIGNATION	NAME
Chairman	Renaldo D. Umayat
Members (Infra)	Engr. Jennifer Pulido
	Arch. Ana Genese
Members (Furniture)	Niño Tibangay
	Ronald Ambo
Member (IT)	Harris G. Dizon, Jr.
	Christopher David G. Oliva
Members (Instructional Materials)	Education Program Specialists, Instructional materials

**d. DIVISION CANVASSERS**

DESIGNATION	NAME/S
Members	
•Engineering/Construction related supplies and materials	Engr. Jennifer Polido Arch. Ana Luisa Jenese
• ICT – related equipment and supplies	Christopher David G. Oliva
• Common Office Supplies and equipment	Conrado G. Aguilar, Jr.
	The Requesting Official (End – User)
Internal rules on Shopping:	
<ol style="list-style-type: none"> <li>Each personnel shall canvass independently; each having one canvass form duly signed by the head of procuring entity (HOPE). Each canvass shall be sealed in an envelope and shall be opened by the BAC Chairman or co – chair in the absence of the former. The quotation of winning supplier shall be encircled/marked in red and the same shall be submitted to the division supply office for the preparation of the abstract of bids and other pertinent documents.</li> <li>The supply officer and the supply office staff shall focus on the preparation of the Annual Procurement Plan or Supplemental plan as</li> </ol>	

needed. All purchases shall be included in the Annual Procurement Plan or Supplemental procurement plan duly signed by HOPE.

3. No canvass forms shall be distributed to suppliers unless approved by HOPE and the availability of funds should have been certified.
4. Common office supplies and other items, as much as possible, should be procured from DBM PS and should be posted in the Division PhilGEPS.

**e. DIVISION INSPECTION COMMITTEE**

DESIGNATION	NAME
Chairman	Francisco Copsiyan
Members:	
	Manuel Dangawen
	Shirley Bengao
Secretariat	Pear Joan Quero

**f. DIVISION PERSONNEL SELECTION BOARD (PSB)**

DESIGNATION	NAME
Chairman	Augustin P. Laban III
Vice - Chairman	Arthur Tiongan
Regular Members	
	Fernando B. Eleponga
	Olivia O. Gomez (Secretariat)
	BCSTEA President/Officer
	Head of the School/Head of unit where the vacancy exists
Special Members	
	NAPPSHI President, Secondary School Principals Group
	PESPA President, Elementary School Principals Group
	THELMA DALAY-ON, Supervisory Group
	JOSEPH K. AKILITH, Public Schools District Supervisors Group
	BCPSNTEA President, Non – Teaching Group
❖ Special members shall attend the Division PSB screening of their respective occupational group.	
❖ Presidents of associations (representatives of teachers and non-teaching associations) shall apply during their incumbencies. In case	

the association presidents are unavailable, the vice presidents or other officers down the line, as authorized by the president, shall attend.

**g. DIVISION GRIEVANCE COMMITTEE**

DESIGNATION	NAME
Chairman	Augustin P. Laban III
Vice - Chairman	Thelma Dalay-on
Members:	
	Arthur Tiongan
	PSDS or EPS In Charge of the District
	BCSTE A President
	BCPSNTEA President
	NAPPSHI President
	PESPA President
Secretariat	Gaynnivflyn Abansi
<ul style="list-style-type: none"> <li>• PSDS shall attend hearings in case a teacher or school head within his respective district is involved. In the absence of the concerned PSDS, the EPS in charge of the district shall attend.</li> <li>• Organization presidents shall attend for their members.</li> </ul>	

**h. DIVISION PRAISE COMMITTEE**

DESIGNATION	NAME
Chairman	Esther Y. Melecio
Vice - Chairman	Juliet C. Sannad
Members:	
	Lilian Pagulongan
	Marina D. Tabangcura
	Augustin P. Laban III
Secretariat	Olivia O. Gomez

**i. DIVISION PERFORMANCE APPRAISAL REVIEW COMMITTEE (PARC)**

DESIGNATION	NAME
Chairman	Augustin P. Laban III
Vice - Chairman	Thelma T. Dalay-on
Members:	
	Juliet C. Sannad
	Lilian Pagulongan
	PSDS of District I, II, and III
Secretariat	Olivia O. Gomez

**j. DIVISION DISPOSAL AND COMDEMNATION COMMITTEE**

DESIGNATION	NAME
Chairman	Renaldo D. Umayat
Vice - Chairman	Violeta G. Clemente
Members:	
	Francisco D. Copsiyan
	Engr. Jennifer Pulido
	Christopher David Oliva
Secretariat	Pear Joan Quero

**k. DIVISION PERFORMANCE REVIEW AND EVALUATION COMMITTEE (DPREC)**

DESIGNATION	NAME
Chairman	Augustin P. Laban III
Members:	
	Roberto R. Gonzales, Planning Officer
	Brenda M. Badongen, Accountant II
	Olivia O. Gomez, HRMO
	Esther Y. Melecio, EPS
	Samuel Egsaen, Jr., PESPA President
	Arlito A. Pecay, BCSTE A President
Secretariat	Leslie Tongyofen

**l. GRIEVANCE COMMITTEE ON PBB**

DESIGNATION	NAME
Chairman	Francis Cesar B. Bringas, CESO VI
Members:	
	Agustin P. Laban III, Administrative Officer V
	Olivia O. Gomez, HRMO
	Brenda M. Badongen, Accountant II
	Esther Y. Melecio, EPS
	Samuel Egsaen, Jr., PESPA President
Secretariat	Leslie Tongyofen

02. The designation of above mentioned division committees shall commence from the date of signing of this Memorandum until rescinded. In case of changes in the composition of the above committees, a Memorandum shall be issued for the purpose. However, the designation of those not affected shall remain.

03. All previous memoranda inconsistent with this Memorandum are hereby amended accordingly.

04. Immediate and widest dissemination is enjoined.