



DIVISION MEMORANDUM

No.: 28, Series of 2016

RECEIVED DIVISION OFFICE
 BAGUIO CITY
 JAN 13, 2016
 RELEASED

To : Chief, Schools Governance and Operations Division;
 Chief, Curriculum Implementation Division;
 Education Program Supervisors;
 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**
 Schools Division Superintendent

Subject : **REORGANIZATION OF DIVISION COMMITTEES**

Date : 13 January 2016

01. With the schools division office personnel under the DepEd Rationalization Program in place, the standing division committees are hereby reorganized, thus:

a. DIVISION BIDS AND AWARDS COMMITTEE (BAC)

| DESIGNATION | NAME |
|-----------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III/OIC-ASDS |
| Vice - Chairman | Elma D. Donaal, Ed.D., SGOD Chief |
| Members: | Juliet C. Sannad, EPS |
| | Fernando B. Eleponga, EPS |
| | Roberto R. Gonzales, Administrative Officer V |
| | Arthur Tiongan, EPS |

b. DIVISION BAC SECRETARIAT

| DESIGNATION | NAME |
|---------------|--------------------------------------|
| BAC Secretary | Rachell C. Flordeliza, Admin Asst. I |

C. DIVISION TECHNICAL WORKING GROUP (TWG)

| DESIGNATION | NAME |
|-----------------------------------|---|
| Chairman | Renaldo D. Umayat, EPS |
| Members (Infra) | Engr. Jennifer Polido, Engineer III |
| | Engr. Fray Aliswag, Engineer I |
| Members (Furniture) | Niño Tibangay |
| | Ronald Ambo |
| Member (IT) | Harris G. Dizon, Jr., IT Officer I |
| Members (Instructional Materials) | Education Program Supervisor depending on the subject area. |

D. DIVISION INSPECTION COMMITTEE

| DESIGNATION | NAME |
|-------------|-------------------------------------|
| Chairman | Rachel M. Bugtong, Ed.D., CID Chief |
| Members: | |
| Goods | Francisco Copsiyan, EPS |
| | Manuel Dangawen, Dentist II |
| | Shirley Bengao, Admin. Asst. III |
| Infra | Engr. Jennifer Polido, Engineer III |
| | Engr. Fray Aliswag, Engineer I |
| Secretariat | Pear Joan Quero, AA IV |

E. DIVISION PERSONNEL SELECTION BOARD (PSB)

| DESIGNATION | NAME |
|-----------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III/OIC-ASDS |
| Vice - Chair | Elma D. Donaal, Ed.D., SGOD Chief |
| | Rachel M. Bugtong, Ed.D., CID Chief |
| Regular Members | Arthur Tiongan, EPS |
| | Roberto R. Gonzales, Administrative Office V |
| Secretariat | Ma. Louella C. Moncada, HRMO |
| | 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 |
| | 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. |

F. DIVISION GRIEVANCE COMMITTEE

| DESIGNATION | NAME |
|--------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III/OIC-ASDS |
| Vice - Chair | Elma D. Donaal – SGOD Chief (SHS/PTA) |
| | Rachel M. Bugtong – CID Chief (Teacher/EPS/PSDS) |
| Members: | |
| | Arthur Tiongan, EPS |
| | PSDS or EPS In Charge of the District |
| | BCSTEA President |
| | BCPSNTEA President |
| | NAPPSHI President |
| | PESPA President |
| Secretariat | Rachell C. Flordeliza, Admin Asst. I |
| | <ul style="list-style-type: none"> • 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 assigned in the particular district shall attend. • Organization presidents shall attend for their members. |

G. DIVISION PRAISE COMMITTEE*1. Best Performing School – Elementary/Secondary*

| DESIGNATION | NAME |
|---------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III/OIC-ASDS |
| Co - Chairman | Elma D. Donaal, Ed.D., SGOD Chief |
| Members: | Joseph Estigoy, PEPSA President |
| | Brenda Cariño , NAPSSHI Vice President |
| | Joseph Akilith, PSDS |
| | Jerry Ymson, EPS |

2. Best Performing Teacher – Elementary/Secondary

| DESIGNATION | NAME |
|---------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III/OIC-ASDS |
| Co - Chairman | Rachel M. Bugtong, Ed.D., CID Chief |
| Members: | Arlito Pecay, BCSTEA President |
| | Donald Malipe, BAPSSTI President |
| | Brendalee Celino, PSDS |
| | Marilyn Api-it, EPS |

3. Best Performing School Head

| DESIGNATION | NAME |
|---------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III/OIC-ASDS |
| Co - Chairman | Elma D. Donaal, Ed.D., SGOD Chief |
| Members: | Joseph Estigoy, PEPSA President |
| | Brenda Cariño, NAPSSHI Vice President |
| | Susana Aliping, PSDS |
| | Juliet Sannad, EPS |

4. *Best Performing Non-Teaching Personnel*

| DESIGNATION | NAME |
|---------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III / OIC-ASDS |
| Co - Chairman | Roberto R. Gonzales, Administrative Officer V |
| Members: | Belen R. Tomin, Administrative Officer V |
| | Nieves D. Ebanio, Administrative Officer IV - BCHS |
| | Non-Teaching Association President / Officer |

5. *Best Performing Supervisor*

| DESIGNATION | NAME |
|---------------|--|
| Chairman | Atty. Augustin P. Laban III, Attorney III / OIC-ASDS |
| Co - Chairman | Rachel M. Bugtong, Ed.D., CID Chief |
| Members: | Elma D. Donaal, Ed.D., SGOD Chief |
| | Joseph Estigoy, PESPA President |
| | Brenda Cariño, NAPSSHI Vice President |

6. *Best Performing SDO*

| DESIGNATION | NAME |
|---------------|-------------------------------------|
| Chairman | Elma D. Donaal, Ed.D., SGOD Chief |
| Co - Chairman | Rachel M. Bugtong, Ed.D., CID Chief |
| Members: | HRMO |
| | BUDGET |
| | CASHIER |
| | ADMINISTRATIVE OFFICER V |
| | HRD |

H. DIVISION PRAISE SECRETARIAT

| DESIGNATION | NAME |
|-------------|------------------------------|
| Secretariat | Jovelyn Petra Balantin, SEPS |
| | Ma. Louella C. Moncada, HRMO |

I. DIVISION PERFORMANCE EVALUATION REVIEW COMMITTEE (PERC)

| DESIGNATION | NAME |
|-----------------|---|
| Chairman | Atty. Augustin P. Laban III, Atty III/OIC-ASDS |
| Vice - Chairman | Roberto R. Gonzales (Personnel) |
| | Elma D. Donaal, Ed.D. (SHS/SGOD Personnel) |
| | Rachel M. Bugtong, Ed.D. (Teachers/CID Personnel) |
| Members: | Juliet C. Sannad, EPS |
| | Jacqueline Lampac, PSDS |
| | PSDS of District Concerned |
| Secretariat | Ma. Louella C. Moncada, HRMO |

J. DIVISION DISPOSAL AND COMDEMNATION COMMITTEE

| DESIGNATION | NAME |
|-----------------|-----------------------------------|
| Chairman | Renaldo D. Umayat, EPS |
| Vice - Chairman | Supply Officer |
| Members: | Francisco D. Copsiyan, EPS |
| | Engr. Jennifer Polido, Engr. III |
| | Harris G. Dizon, Jr. , IT Officer |
| Secretariat | Pear Joan Quero |

K. DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)

| DESIGNATION | NAME |
|-------------|---|
| Chairman | Augustin P. Laban III, Attorney III / OIC-ASDS |
| Members: | |
| | Olivia O. Gomez, Planning Officer III |
| | Brenda M. Badongen, Accountant III |
| | Roberto R. Gonzales, Administrative Officer V |
| | Marina Tabangcura, EPS |
| | Joseph Estigoy, PESPA President |
| | Brenda Cariño, NAPSSHI Representative |
| | Arlito Pecay, BCSTEA President |
| | Donald Malipe, BAPSSTI President |
| Observer | Eddie O. Carta, PTA Division Federation President |
| Secretariat | Jovelyn Petra Balantin, SEPS HRD |
| | Ma. Louella C. Moncada, HRMO |

L. GRIEVANCE COMMITTEE ON PBB

| DESIGNATION | NAME |
|-------------|---|
| Chairman | Francis Cesar B. Bringas, CESO VI, SDS |
| Members: | |
| | Elma D. Donaal, Ed.D. , Chief SGOD |
| | Rachel M. Bugtong, Ed.D. , Chief CID |
| | Roberto R. Gonzales, Administrative Officer V |
| | Lourdes Lomas-e, PSDS |
| Secretariat | Rachell C. Flordeliza , Admin. Asst. I |

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.