



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
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RECEIVED DIVISION OF
BAGUIO CITY

JUN 22 2016

RELEASED

DIVISION MEMORANDUM

No.: 167, Series of 2016

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 : **AUGUSTIN P. LABAN III**
OIC-Schools Division Superintendent

Subject : **REORGANIZATION OF DIVISION COMMITTEES**

Date : 22 June 2016

01. In view of the assignment of Mr. Francis Cesar B. Bringas as OIC-ARD at Region IV-A, CALABARZON and the designation of Atty. Augustin P. Laban III, CPA as the OIC-Schools Division Superintendent, the standing division committees are hereby reorganized, thus:

A. DIVISION BIDS AND AWARDS COMMITTEE (BAC)

DESIGNATION	NAME
Chairman	Elma D. Donaal, Ed.D., SGOD Chief
Vice - Chairman	Juliet C. Sannad, EPS
Members:	Fernando B. Eleponga, EPS
	Roberto R. Gonzales, Administrative Officer V
	Arthur M. Tiongan, EPS

B. DIVISION BAC SECRETARIAT

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

C. DIVISION TECHNICAL WORKING GROUP (TWG) AND INSPECTION COMMITTEE

DESIGNATION	NAME
Chairman	Renaldo D. Umayat, EPS
Members (Infra)	Engr. Jennifer D. Polido, Engineer III
	Engr. Fray O. Aliswag, Engineer I
	Engr. Paul B. Lomas-e, Asst. Engineer
Members (Furniture)	Niño M. Tibangay
	Ronald Ambo
Goods/Services	Julia L. Ladiong, PSDS
	Manuel S. Dangawen, Dentist II
	Shirley C. Bengao, Admin. Asst. III
Member (IT)	Harris G. Dizon, Jr., IT Officer I
Members (Instructional Materials)	Education Program Supervisor depending on the subject area.
Secretariat	Pear Joan N. Quero, AA IV

D. DIVISION PERSONNEL SELECTION BOARD (PSB)

DESIGNATION	NAME
Chairman	Rachel M. Bugtong, Ed.D., CID Chief
Vice - Chair	Elma D. Donaal, Ed.D., SGOD Chief
Regular Members	Jovelyn Petra T. Balantin, SREPS
	Roberto R. Gonzales, Administrative Office V
	Belen R. Tomin, Administrative Officer V
	BCSTEA President/Officer (Teacher item)
	Head of the School/Head of unit where the vacancy exists
Secretariat	Ma. Louella C. Moncada, HRMO
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 on assessment 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.	



E. DIVISION GRIEVANCE COMMITTEE

DESIGNATION	NAME
Chairman	Rachel M. Bugtong – CID Chief (Teacher/EPS/PSDS)
Vice - Chair	Arthur M. Tiongan, EPS
Members:	
	PSDS or EPS In Charge of the District
	BCSTE A President
	BCPSNTEA President
	NAPPSHI President
	PESPA President
Secretariat	Myline P. James, AA VI
<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. 	

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

DESIGNATION	NAME
Chairman	Elma D. Donaal, Ed.D., SGOD Chief
Members:	Joseph A. Estigoy, PEPSA President
	Brenda M. Cariño, NAPSSHI Vice President
	Simeon S. Yangyang, PSDS
	Esther Y. Melecio, EPS

2. Best Performing Teacher – Elementary/Secondary

DESIGNATION	NAME
Chairman	Elma D. Donaal, Ed.D., SGOD Chief
Members:	Orden V. Cayso, BCSTE A President
	Donald Malipe, BAPSSTI President
	Lourdes B. Lomas-e, PSDS
	Marilyn S. Api-it, EPS

3. Best Performing School Head

DESIGNATION	NAME
Chairman	Elma D. Donaal, Ed.D., SGOD Chief
Members:	Joseph A. Estigoy, PEPSA President
	Brenda M. Cariño, NAPSSHI Vice President
	Susana C. Aliping, PSDS
	Fenando B. Eleponga, EPS

4. Best Performing Non-Teaching Personnel

DESIGNATION	NAME
Chairman	Elma D. Donaal, Ed.D., SGOD Chief
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	Elma D. Donaal, Ed.D., SGOD Chief
Co - Chairman	Rachel M. Bugtong, Ed.D., CID Chief
Members:	Orden V. Cayso, BCSTE A President
	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
	HRDD

G. DIVISION PRAISE SECRETARIAT

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

H. DIVISION PERFORMANCE EVALUATION REVIEW COMMITTEE (PERC)

DESIGNATION	NAME
Chairman	Rachel M. Bugtong, Ed.D., CID Chief
Members:	Belen R. Tomin, Administrative Officer V
	Marina D. Tabangcura, EPS
	Samuel T. Egsaen Jr., PSDS
	Juliet C. Sannad, EPS
	Jacqueline G. Lampac, EPS
	Jovelyn Petra T. Balantin, SREPS
	PSDS of District Concerned
Secretariat	Ma. Louella C. Moncada, HRMO

I. DIVISION DISPOSAL AND COMDEMNATION COMMITTEE

DESIGNATION	NAME
Chairman	Renaldo D. Umayat, EPS
Vice - Chairman	Sofia G. Bermudez, Admin. Officer IV (Supply Officer)
Members:	Francisco D. Copsiyan, EPS
	Engr. Jennifer Polido, Engr. III
	Harris G. Dizon, Jr. , IT Officer
Secretariat	Pear Joan N. Quero, AA IV

J. DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)

DESIGNATION	NAME
Chairman	Elma D. Donaal, Ed.D., SGOD Chief
Co - Chairman	Rachel M. Bugtong, Ed.D., CID Chief
Members:	
	Olivia O. Gomez, Planning Officer III
	Roberto R. Gonzales, Administrative Officer V
	Brenda M. Badongen, Accountant III
	Joseph A. Estigoy, PESPA President
	Brenda M. Cariño, NAPSSHI Representative
	Orden V. Cayso, BCSTEAP President
	Donald Malipe, BAPSSTI President
Observer	Eddie O. Carta, PTA Division Federation President
Secretariat	Jovelyn Petra T. Balantin, SEPS HRD
	Ma. Louella C. Moncada, HRMO

K. GRIEVANCE COMMITTEE ON PBB

DESIGNATION	NAME
Chairman	Atty. Augustin P. Laban III, CPA, OIC-SDS
Members:	
	Elma D. Donaal, Ed.D. , Chief SGOD
	Rachel M. Bugtong, Ed.D. , Chief CID
	Roberto R. Gonzales, Administrative Officer V
	Lourdes B. Lomas-e, PSDS
Secretariat	Myline P. James, AA VI

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.