



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



**MEMORANDUM**

To : **ARTHUR TIONGAN**  
Education Program Supervisor

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

Subject : **DESIGNATION ORDER AS CHIEF OF THE SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD) OF DEPED DIVISION OF BAGUIO CITY**

Date : 24 January 2017

**WITH the mandatory retirement of SGOD Chief, Dr. Elma D. Donaal, effective January 23, 2017 –**

In recognition of your potentials as an effective leader, with your ample experience in leading a team with your years of being in charge of the Alternative Learning System (ALS), with the partnerships that that you built over the years, and all in all, in the exigency of the service, you are hereby designated as the CHIEF of the Schools Governance and Operations Division (SGOD) in an ACTING CAPACITY effective January 24, 2017 until the appointment of the CHIEF shall have been prepared and approved.

With this Assignment Order, you are expected to perform and comply with the following duties and functions of the position which are vital and critical to the operations of the Schools Division Office as a whole:

1. Provide strategic direction and technical inputs to the management of the schools division towards efficient and effective governance and operation of the schools in collaboration with the Curriculum and Implementation Division;
2. To lead the different the units under the SGOD in the attainment of their Key Result Areas (KRAs); to wit:
  - a. School Management Monitoring and Evaluation Unit
  - b. Social Mobilization and Networking Unit
  - c. Planning and Research Unit
  - d. Human Resource Development Unit
  - e. Education Facilities Unit;
3. Implementation of DepEd Programs, Projects and Initiatives including Special Events;
4. Review and evaluate partnerships proposals to strengthen education support services;
5. Performing such other functions as may be assigned by the Secretary, Regional Director and Schools Division Superintendents; and
6. Does other related work.

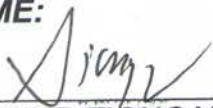
With this designation, you will sign official correspondence, reports, and other school documents as follows:

**ARTHUR TIONGAN**  
Education Program Supervisor  
Acting SGOD Chief

Lastly, this designation shall not entitle you to any additional remuneration; however, you are entitled to the reimbursement of traveling expenses relative to the performance of your functions subject to the usual accounting and budgeting rules and regulations.

Please be guided accordingly.

**CONFORME:**

  
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ARTHUR TIONGAN  
Date: 24 Jan 2017

**Copy furnished:**

- DR. RACHEL M. BUGTONG  
Chief, CID

**FILE:**

- Records Unit (201)

