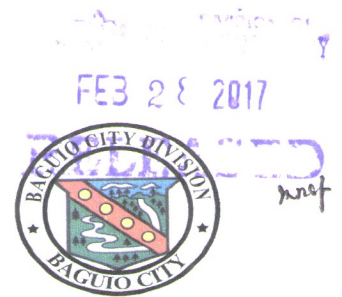




Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
Upper Session Road, Military Cut-Off, Baguio City
Tel. No.: (074) 442-7819



DIVISION MEMORANDUM

No.: 78, Series of 2017

To : All Division Chiefs;
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**
Attorney III
Officer – In - Charge

Subject : **REORGANIZATION OF DIVISION COMMITTEES**

Date : 25 February 2017

01. In view of the appointment of new chief of the schools governance and operations division and still in the absence of an Assistant Schools Division Superintendent, the following Division Committees are hereby reorganized:

a. DIVISION PERSONNEL SELECTION BOARD (PSB)

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Rachel M. Bugtong, Ed. D.
Vice Chairman	Arthur Tiongan
Regular Members	
	Fernando B. Eleponga, EPS
	Roberto R. Gonzales, AO V
	Ma. Louella C. Moncada, AO IV
	Head of the School/Head of unit where the

	vacancy exists
Special Members	
	BCSNTEA President/Officer for Non Teaching Personnel level I & 2
	NAPPSHI President for Secondary School Principals Group
	PESPA President for Elementary School Principals Group
	MARILYN S. API-IT for Supervisory Group
	LETICIA A. HIDALGO for Public Schools District Supervisors 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.

b. DIVISION BIDS AND AWARDS COMMITTEE (BAC)

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Arthur Tiongan
Vice - Chairman	Juliet C. Sannad
Members:	
	Fernando B. Eleponga
	Roberto R. Gonzales
	Francisco Copsiyan

c. DIVISION BAC SECRETARIAT

<i>DESIGNATION</i>	<i>NAME</i>
BAC Secretary	Rachell C. Flordeliza

d. DIVISION TECHNICAL WORKING GROUP (TWG)

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Renaldo D. Umayat
Members (Infra)	Engr. Jennifer Pulido
	Engr. Paul Lomas-e
Members (Furniture)	Niño Tibangay
	Ronald Ambo
Member (IT)	Harris G. Dizon, Jr.

	Christopher David G. Oliva
Members (Instructional Materials)	Education Program Supervisors (EPS)

e. DIVISION CANVASSER

<i>DESIGNATION</i>	<i>NAME</i>
Division Official Canvasser	Mark Cyrus V. Vallejo
<p><i>Rules on Procurement, especially alternative mode of procurement:</i></p> <ol style="list-style-type: none"> <i>1. All purchases shall be included in the Annual Procurement Plan or Supplemental procurement plan duly signed by HOPE.</i> <i>2. No canvass forms shall be distributed to suppliers unless approved by HOPE and the availability of funds should have been certified.</i> <i>3. Common office supplies and other items, as much as possible, should be procured from DBM PS and should be posted in the Division PhilGEPS.</i> 	

f. DIVISION INSPECTION COMMITTEE

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Renalyn Padsuyan
Members:	
	Ellaine B. Cabuag
	Victor A. Fernandez
Secretariat	Pear Joan Quero

g. DIVISION GRIEVANCE COMMITTEE

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Arthur Tiongan
Vice - Chairman	Samuel T. Egsaen
Members:	
	Jerry C. Ymson
	PSDS or EPS In Charge of the District
	BCSTEA President
	BCPSNTEA President
	NAPPSHI President
	PESPA President

Secretariat	Samuel F. Bab-anga
<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 in charge of the district shall attend. • Organization presidents shall attend for their members. 	

h. DIVISION PRAISE COMMITTEE

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Marilyn S. Api-it
Vice - Chairman	Juliet C. Sannad
Members:	
	Belen R. Tomin
	Roberto R. Gonzales
	Marina D. Tabangcura
	Armi Victoria A. Fiangaan
Secretariat	Jovelyn Petra T. Balantin

i. DIVISION DISPOSAL AND COMDEMNATION COMMITTEE

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Sofia G. Bermudez
Vice - Chairman	Engr. Jennifer Pulido
Members:	
	Harris G. Dizon, Jr.
	Engr. Paul Lomas-e
	Mark Cyrus V. Vallejo
Secretariat	Pear Joan Quero

j. DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Arthur Tiongan
Members:	
	Olivia O. Gomez, Planning Officer
	Brenda M. Badongen, Accountant III
	Roberto R. Gonzales, AO V
	Marina D. Tabangcura, EPS
	PESPA Baguio President
	NAPSSHI Baguio President
	BCSTEA President
Secretariat	Jovelyn Petra T. Balantin

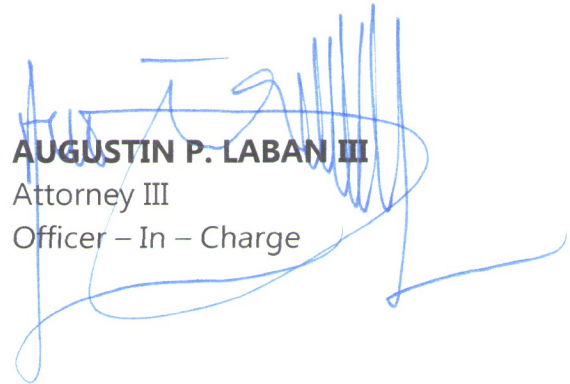
k. GRIEVANCE COMMITTEE ON PBB

<i>DESIGNATION</i>	<i>NAME</i>
Chairman	Augustin P. Laban III
Members:	
	Roberto R. Gonzales, Administrative Officer V
	Ma. Louella C. Moncada, HRMO
	Brenda M. Badongen, Accountant III
	Francisco Copsiyan, EPS
	PESPA President
Secretariat	Olivia O. Gomez, Planning Officer

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.


AUGUSTIN P. LABAN III
Attorney III
Officer – In – Charge