



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-off Road, Baguio City



MAY 28 2018

RELEASED

OFFICE MEMORANDUM

No. 08, S. 2018

**TO : All Division Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 Division Unit/Section Heads
 SDO Personnel
 All Others Concerned**

**FROM : Federico P. Martin, EdD, CEEd, CESO V
 Schools Division Superintendent**

SUBJECT : Authorized Rater/Signatory in the IPCRF of SDO Personnel

DATE : May 23, 2018

- To ensure uniformity of rater/signatories in the IPCRF of SDO Personnel, please be guided of the following:

DIVISION	UNIT/SECTION	RATER	APPROVING AUTHORITY
SGOD	Unit Heads	ARTHUR TIONGAN Chief Education Supervisor	SORAYA T. FACULO, PhD Officer-In-Charge Assistant Schools Division Superintendent
	Office of the Chief (Secretary & EPS)	ARTHUR TIONGAN Chief Education Supervisor	SORAYA T. FACULO, PhD Officer-In-Charge Assistant Schools Division Superintendent
	Planning & Research Staff	REYNALYN T. PADSOYAN Senior Education Program Specialist	ARTHUR TIONGAN Chief Education Supervisor
	HRD Staff	JOVELYN PETRA T. BALANTIN Senior Education Program Specialist	
	SMME Staff	REYNALYN T. PADSOYAN Senior Education Program Specialist	
	SocMob Staff	ELAINE B. CABUAG Senior Education Program Specialist	
	Educational Facilities Staff	JENNIFER D. POLIDO Engineer III	
	Medical & Dental Health Staff	JOYCE M. DE JESUS Medical Officer III	

DIVISION	UNIT/SECTION	RATER	APPROVING AUTHORITY
CID	EPSs & PSDSs	JULIET C. SANNAD, EdD Chief Education Supervisor	SORAYA T. FACULO, PhD Officer-In-Charge Assistant Schools Division Superintendent
	Office of the Chief (Secretary)	JULIET C. SANNAD, EdD Chief Education Supervisor	ROBERTO R. GONZALES Administrative Officer V
	LRMDS Staff	JERRY C. YMSON Education Program Supervisor	JULIET C. SANNAD, EdD Chief Education Supervisor
	ALS Staff	FERNANDO B. ELEPONGA Education Program Supervisor	

DIVISION	UNIT/SECTION	RATER	APPROVING AUTHORITY
OSDS	Unit Heads	ROBERTO R. GONZALES Administrative Officer V	SORAYA T. FACULO, PhD Officer-In-Charge Assistant Schools Division Superintendent
	Office of the SDS & ASDS (Secretary)	ROBERTO R. GONZALES Administrative Officer V	SORAYA T. FACULO, PhD Officer-In-Charge Assistant Schools Division Superintendent
	Budget & Accounting Staff	LILIBETH G. DEGSI Accountant III	ROBERTO R. GONZALES Administrative Officer V
	Personnel & General Services Staff	MA. LOUELLA C. MONCADA Administrative Officer IV (HRMO)	
	Cash Staff	HERMINA JUSTINA P. CANLAS Administrative Officer IV	
	Records Staff	JEAN ORPILLA Administrative Officer IV	
	Supply Staff	SOFIA BERMUDEZ Administrative Officer IV	
	ICT Staff	HARRIS G. DIZON JR. IT Officer I	

2. This Office Memorandum will be incorporated in the PMT Manual.
3. For information, guidance and compliance.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
 Schools Division Superintendent