

Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY

January 29, 2021

DIVISION MEMORANDUM
 No. **27**, s. 2021


COMPOSITION OF THE DIVISION MANAGEMENT COMMITTEE

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

1. To ensure the effective management of the Division and its Programs, Projects and Activities (PAPs), the Office hereby announce the composition of the Division Management Committee with the identified members, to wit:

A. INNER CORE MEMBERS	ROLES/TERMS OF REFERENCE
1. Schools Division Superintendent 2. OIC-Assistant Schools Division Superintendent 3. Chief of School Governance and Operations 4. Chief of Curriculum Implementation Division 5. Legal Officer 6. Administrative Officer V	Discuss plans and address needs/issues concerning policies and objectives of the Division.
B. CORE MEMBERS	ROLES/TERMS OF REFERENCE
1. Inner Core Members 2. Budget Officer 3. Accountant 4. Information Technology Officer	Carry out plans of the three functional divisions (CID, SGOD, OSDS) according to policies and directives laid by the higher offices.
C. DIVISION MANAGEMENT COMMITTEE MEMBERS	ROLES/TERMS OF REFERENCE
1. Core Members 2. Public Schools District Supervisors 3. Education Program Supervisors 4. Presidents of NAPSSHI, PESPA, EA and Non-Teaching Associations 5. Senior Education Program Specialists of SGOD 6. Health & Nutrition Unit in-charge 7. Education Facilities Unit in-charge 8. Human Resource Management Officer 9. Supply Officer 10. Records Officer 11. Cashier	Communicate the policies and objectives, and give guided directions to personnel to ensure effective and efficient delivery of services.

- 3. Members are expected to attend all scheduled meetings.
- 4. For information and guidance.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent



"DepEd SDO Baguio City: We Serve, We Care."

Address: 82 Military Cut-off Road, Baguio City
 Telephone/Fax: 074-442-4326 / 074-442-7819 | Email: depedbagueiocity@gmail.com
 Website: www.depedpines.com | Facebook Page: facebook.com/DepedTayoBaguioCity



ISO 9001:2015 Certified
 Quality Management System
 CRN RU-19.2560.026
 Issued on 12/27/2019