



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



Division Memorandum
No. 107, s. 2022

REORGANIZATION OF SCHOOLS DIVISION COMMITTEES

To: All SDO Employees
Public School Heads
Others Concerned

1. To provide continuous and effective performance of the Division's specific functions, this office hereby reorganizes the composition of the various committees of the Schools Division of Baguio City effective immediately, to wit:

COMMITTEE	COMPOSITION	FUNCTIONS
<p>PROCUREMENT PLANNING AND BUDGETING TEAM References: RO No. 007 s. 2017, RO No. 005, s. 2028, DO No. 74, s. 2016 IRR of RA 9184 Rule II, Sec 7</p>	<p>Chairperson: FEDERICO P. MARTIN Co-Chairperson: CHRISTOPHER C. BENIGNO Members: JULIET C. SANNAD SGOD Chief Section/Unit Head/Program Focal Person Secretariat: BELEN R. TOMIN OLIVIA O. GOMEZ</p>	<ol style="list-style-type: none"> Lead in the preparation of the work and financial plan (WFP), project procurement management plan (PPMP), specification of goods, market surveys and prices to ensure that standards for these goods are followed. Conduct workshops in the preparation of WFP, PPMP, and other requirements needed in procurement.
<p>PROCUREMENT IMPLEMENTATION TEAM (PrIT) References: RO No. 007.2017, RO No. 005, s. 2028, DO No. 74, s. 2016 IRR of RA 9184</p>	<p>Chairperson: Chief/Section or Unit Head/ Program Owner</p>	<ol style="list-style-type: none"> Convene the Procurement Implementation Team to discuss the status of the project. Act as conduit between the HOPE/BAC and the project recipients.
	<p>Vice Chairperson: ASUNCION C, SAGUID JOCELYN C. COLDEG Members: LILIBETH G. DEGSI ATTY. ANNETTE L. DOYAOEN End User Concerned Inspection Team</p>	<ol style="list-style-type: none"> Conduct regular meeting. Monitor and evaluate the status of the project. Receive and validate feedback from the End-users or other stakeholders. Gather reports from the supplier/contractor. Render technical expertise. Submit status report to the HOPE. Issue certificate of project completion. Perform duties and functions as stipulated in Annex D,E,F of the 201 Revised IRR of RA 9184
<p>BIDS AND AWARDS Reference: Revised Implementing Rules and</p>	<p>Chairperson: JULIET C. SANNAD</p>	<ol style="list-style-type: none"> Advertise and / or post the invitation to bid.



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<p>Regulations (IRR) of Republic Act 9184 (General Procurement Reform Act)</p>	<p>Vice chairperson: ANNETTE L. DOYAOEN Members: NINO M. TIBANGAY FRANCISCO C. COPSIYAN NIEVES D. EBANIO Alternate BELEN R. TOMIN JOVELYN PETRA T. BALANTIN</p>	<ol style="list-style-type: none"> 2. Conduct pre-procurement and pre-bid conferences. 3. Determine the eligibility of the prospective bidders. 4. Receive and open bids. 5. Conduct the evaluation of bids. 6. Undertake post-qualification proceedings. 7. Resolve requests for reconsideration. 8. Recommend award of contracts to the head of the procuring entity (HoPE) or his duly authorized representative. 9. Recommend the imposition of sanctions in accordance with Rule XXIII. 10. Recommend to the HoPE the use of Alternative Methods of Procurement as provided in Rule XVI. 11. Conduct periodic assessment of the procurement processes and procedures to streamline procurement activities pursuant to Section 3(c) of the IRR. 12. Perform such other related functions as may be necessary, including the creation of a Technical Working Group (TWG) from a pool of technical, financial, and/or legal experts.
<p>BAC TECHNICAL WORKING GROUP Reference: Rule V, Section 12.1 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184</p>	<p>LILIBETH G. DEGSI HARRIS G. DIZON, JR. LOUISA W. PEDRALVEZ BERZON C. BILLY End User/Implementing Unit Representative</p>	<ol style="list-style-type: none"> 1. Assist the BAC in the following stages of procurement process: <ol style="list-style-type: none"> a. review of the Technical Specification, Scope of Work, and Terms of Reference; b. Review of bidding documents; c. Shortlisting of consultants; d. Eligibility Screening; e. Evaluation of Bids; f. Post-Qualification; and g. Resolution of Request for Reconsideration.
<p>BAC SECRETARIAT Reference: Implementing Rules and Regulations (IRR) of Republic Act 9184</p>	<p>Head: NATALIE T. BINAYAN Members: RACHELL C. FLORDELIZA PEAR JOAN N. QUERO RAYMARK P. VALENTINO</p>	<ol style="list-style-type: none"> 1. Provide administrative support to the BAC and the TWG. 2. Organize and make all necessary arrangements for the BAC and the TWG meetings as well as TWG meetings. 3. Prepare minutes of meeting and resolutions of the BAC.



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		<ol style="list-style-type: none"> 4. Take custody of procurement documents and other records and ensure that all procurements undertaken by the Procuring Entity are properly documented. 5. Manage the sale and distribution of Bidding Documents to interested bidders. 6. Advertise and/or post bidding opportunities, including Bidding Documents, and notice of awards. 7. Assist in managing the procurement process. 8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required. 9. Consolidate PPMPs from various units of the Procuring Entity to make them available for review as indicated in Section 7 of the IRR and prepare APP. 10. Act as the central channel of communications for the BAC with the end-user or implementing units, PMOs, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.
<p>INSPECTORATE TEAM/INSPECTION OFFICERS Reference: DO No. 5, s. 2010, Implementing Rules and Regulations (IRR) of Republic Act 9184</p>	<p>For goods and services OLIVIA O. GOMEZ ROSE ANN D. SANTOS JAHNET R. SIMON NATALIE T. BINAYAN CHRISTOREY C. SIMANGAN ANNA MELISSA C. REPALDA CYNTHIA S. CADAWAN OMAR D. OLBA ROMULO L. BORJA</p> <p>For infrastructure and furniture NINO M. TIBANGAY PAUL B. LOMAS-E KIMBERLY REYANNE P. YAP JIMMY S. SANTOS LOUISA W. PEDRALVEZ BERZON C. BILLY MARK CYRUS V. VALLEJO</p>	<ol style="list-style-type: none"> 1. Conduct pre-delivery inspection prior to delivery to determine its compliance with the technical specification. 2. Inspect the delivered goods in accordance with the perfected Purchase Order/Contracts. 3. Sign the Inspection and Acceptance Report form (IAR) and recommends payment/non-payment of the Supplier/Contractor. 4. Conduct post-delivery inspection prior to the issuance of Certificate of Final Acceptance. 5. Monitor the rectification of defective deliveries.



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<p>CANVASSERS for alternative modes of procurement Reference: Implementing Rules and Regulations (IRR) of Republic Act 9184</p>	<p>BRYAN JONES M. BOSAING MARK CYRUS V. VALLEJO HELEN P. PONDALES DON JOSE C. TOLENTINO JESSE LANCE S. DAWATON MARIA LORENA A. GALERA EDWARD OLIVER A. ASPURIA ARNOLD T. DE VERA PETER B. LID-AYAN End User</p>	<ol style="list-style-type: none"> 1. Conduct personal canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration or duly registered with the Bureau of Internal Revenue, advice the suppliers to fill up the RFQ properly, and follow up Abstract of Canvass/Bid and other documents and ensure fast and timely processing.
<p>DISPOSAL AND CONDEMNATION References: DO 56, s. 1997, EO 888 & 309, COA Circular No. 89-296</p>	<p>Chairperson: NATALIE T. BINAYAN Members: PAUL B. LOMAS-E HARRIS G. DIZON, JR. MARK CYRUS V. VALLEJO PEAR N. QUERO (Secretariat)</p>	<ol style="list-style-type: none"> 1. Conduct an actual ocular inspection of the property, equipment and materials to assess its physical condition. 2. Appraise the unserviceable property, equipment and materials. 3. Recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.
<p>INVENTORY COMMITTEE References: COA Circular No. 80-124</p>	<p>Machinery equipment (office, sports, technical and scientific) and other machinery (motor vehicle, furniture and fixture) Chairperson: NATALIE T. BINAYAN Members: MARK CYRUS V. VALLEJO BASILIO T. TALCO ARNOLD T. DE VERA ROMULO L. BORJA</p> <p>Buildings, Land Improvement and power supply Chairperson: JENNIFER D. POLIDO Members: PAUL B. LOMAS-E FRAY O. ALISWAG ROSELYN G. DIMOG</p>	<ol style="list-style-type: none"> 1. Take charge of the physical inventory-taking. 2. Conduct property identification and coding. 3. Prepare inventory reports properly reconciled with accounting and inventory records.



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	<p>Information and Communication Technology and Equipment Chairperson: HARRIS G. DIZON, JR. Members: MARK RONALD B. CABATIC NESTOR S. PERCY</p> <p>Books Chairperson: ARMI VICTORIA A. FIANGAAN Members: CHRISTOPHER DAVID G. OLIVA LILY B. MABALOT JERICHKO BAUER L. LAROCCO</p> <p>Medical Equipment Chairperson: ANNA MELISSA C. REPALDA Member: JULIET A. URSABIA CYNTHIA S. CADAWAN WALLY JOLLY N. CONGE</p>	
<p>HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) Reference: RM No. 178, s. 2020, DO No. 66, s. 2007, DepEd-BHROD 2019 RSP Cap B for HRMPSB, ORA-OHRA Rule IX</p>	<p>Chairperson: CHRISTOPHER C. BENIGNO Members: Head of the office where the vacancy exists NIEVES D. EBANIO MA. LOUELLA C. MONCADA BCSTE A PRESIDENT/ AUTHORIZED REPRESENTATIVE (Teaching and Related Teaching Positions) BCNTEA PRESIDENT/ AUTHORIZED REPRESENTATIVE (Non-Teaching Positions) PESPA PRESIDENT/ AUTHORIZED REPRESENTATIVE (Elementary School Heads/ Head Teachers/TICs) NAPSSHI PRESIDENT/ AUTHORIZED REPRESENTATIVE (Secondary School Heads/ Head Teachers/ TICs)</p>	<ol style="list-style-type: none"> 1. Evaluate and deliberate the qualifications of those listed in the selection line up en banc. 2. Make a systematic assessment of the qualifications and competence of candidates for appointment to the vacant position. 3. Conduct further assessment such as: written examination, skills tests, interview and others of qualified candidates. 4. Submit to the appointing authority the short list of five ranking candidates, whenever possible, whose over-all point scores are comparatively at par with each other based on the comparative assessment of the determinant factors.



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	<p>Secretariat: ALMA D. GAYOB CHRISTOREY C. SIMANGAN</p>	<ol style="list-style-type: none"> 1. Document HRMPSB activities and prepare minutes of deliberation. 2. Assist in the preparation of comparative assessment result and provide technical support to the HRMPSB.
<p>PRAISE Reference: DO No. 9, s. 2002</p>	<p>Chairperson: CHRISTOPHER C. BENIGNO</p> <p>Vice Chairperson: SGOD Chief</p> <p>Members: JULIET C. SANNAD LOLITA A. MANZANO MARYJANE N. MALIHOD JOVELYN PETRA T. BALANTIN BELEN R. TOMIN NIEVES D. EBANIO HARRIS G. DIZON, JR. MA. LOUELLA C. MONCADA</p> <p>2 Private School Representatives</p> <p>Secretariat: SAMUEL F. BAB-ANGA MARIA LORENA A. GALERA</p>	<ol style="list-style-type: none"> 1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct. 2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees. 3. Determine the forms of awards and incentives to be granted. 4. Monitor implementation of approved suggestions and ideas through feedback and reports. 5. Prepare plans, identify resources and propose budget for the system on an annual basis. 6. Develop, produce, distribute a system policy manual and orient the employees on the same. 7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm. 8. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth (30th) day of January. 9. Monitor and evaluate the System's implementation every year and make essential improvements to



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		<p>ensure its suitability to the agency.</p> <p>10. Address issues relative to awards and incentives within fifteen (15) days from date of submission.</p>
<p>PERFORMANCE MANAGEMENT TEAM Reference: DO No. 2, s. 2015</p>	<p>Chairperson: CHRISTOPHER C. BENIGNO</p> <p>Members: MARINA D. TABANGCURA JOVELYN PETRA T. BALANTIN LILIBETH G. DEGSI NIEVES D. EBANIO BCSTE A PRESIDENT PESPA PRESIDENT NAPSSHI PRESIDENT</p> <p>Secretariat: OLIVIA O. GOMEZ MARIA LOUELLA C. MONCADA</p>	<p>1. Adopt its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.</p> <p>2. Ensure that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/ Units is rationalized.</p> <p>3. Recommends approval of the office performance commitment and rating to the Head of Agency.</p> <p>4. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.</p> <p>1. Set consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.</p>
<p>GAD Focal Point System Reference: DO 27, s. 2013</p>	<p>GFPS Head/Chairperson: FEDERICO P. MARTIN</p> <p>TWG Head: CHRISTOPHER C. BENIGNO</p> <p>Members: SGOF CHIEF JULIET C. SANNAD NORA D. DALAPNAS JOVELYN PETRA T. BALANTIN LILIBETH G. DEGSI BELEN R. TOMIN OLIVIA O. GOMEZ NIEVES D. EBANIO</p>	<p>1. Approve GAD plans and budgets of the office and shall submit to the CO-GAD Focal Point Person, and spearhead the implementation of the plan.</p> <p>1. Lead in the gender mainstreaming in policies, plans and programs, projects and activities (PPAs) and in the assessment of gender responsiveness of systems, structures, policies, procedures and programs based on priority thrusts, needs and concerns of DepEd for its stakeholders, particularly students, teachers and employees.</p> <p>2. Analyze programs and Projects using the Harmonized GAD' Guidelines</p>



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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

		<p>for Programs and Projects to determine their gender sensitivity.</p> <ol style="list-style-type: none">3. Recommend formulation/ revision of policies in advancing women's status and child protection.4. Lead in the review and updating of sex disaggregated data for GAD database to serve as basis in performance-based gender responsive planning.5. Implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD.6. Prepare GAD plans and budgets and accomplishment reports and ensure their timely submission to the Central Office (CO) CAD Focal Point Person (Attention: GAD Secretariat, Staff Development Division-Human Resource Development Service (SDD-HRDS), 2F Teodora Alonzo Bldg., DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City).7. Ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget.8. Recommend awards, recognition and other incentives (including performance-based bonus (PBB) to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel/ teachers.9. Build and strengthen partnership with all GAD Focal Point Persons in the Department, the Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), Department of Budget and Management (DBM), GAD-
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	<p>GFPS Coordinator: JOVELYN PETRA T. BALANTIN</p> <p>SC & PWD Focal Person: NIEVES D. EBANIO</p> <p>M & E: JOCELYN C. COLDEG</p> <p>Secretariat: SAMUEL F. BAB-ANGA MARIA LORENA A. GALERA</p>	<p>non-government organizations (NGOs) and other Partners.</p> <ol style="list-style-type: none"> 1. Coordinate GAD efforts of all offices/units. 1. Consolidate the proposed annual Senior Citizen and PWD Plan. 1. Lead the gender audit and evaluation of all GAD PPAs. 1. Provide administrative support to the GFPS. 2. Document GAD activities and minutes of meeting. 3. Assist in the preparation of GAD Plan and accomplishment reports and in the conduct of GAD activities, programs and projects.
<p>GRIEVANCE COMMITTEE (Division Level) Reference: DO No. 35, s. 2004</p>	<p>Chairperson: CHRISTOPHER C. BENIGNO</p> <p>Members: PSDS in-charge of the District BCSTE A President BSCNTE A President NAPPSHI President PESPA President</p> <p>Secretariat: Administrative Assistant (Legal)</p>	<ol style="list-style-type: none"> 1. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties. 2. Develop and implement pro-active measures or activities to prevent grievance such as an employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes. 3. Conduct continuing information drive on the Grievance Machinery among officials and employees. 4. Conduct dialogue between and among the parties involved. 5. Direct the documentation of the



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 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

		<p>grievance including the preparation and signing of written agreements required by the parties involved.</p> <ol style="list-style-type: none"> 6. Issue final certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the history and final action taken by the agency on the grievance. 7. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.
<p>MEDIATION UNIT Reference: DO No. 15, s. 2012, RA 9285</p>	<p>Chairperson: NIEVES D. EBANIO Vice Chairperson: MARINA D. TABANGCURA Member: ATTY. ANNETTE L. DOYAOEN Secretariat: Administrative Assistant (Legal) Roster of Mediators: SANTIAGO L. BUGTONG BRENDALEE C. AWINGAN</p>	<ol style="list-style-type: none"> 1. Abide by the terms of the agreement to mediate and the code of conduct for mediators. 2. Facilitate the negotiations between the parties toward a mutually acceptable solution. 3. Assist the parties in drawing up the written settlement agreement.
<p>SCHOOL-BASED MANAGEMENT COMMITTEE Reference: DO No. 83, 2012</p>	<p>Chairperson: CHRISTOPHER C. BENIGNO Co-chairpersons: JULIET C. SANNAD SGOD Chief</p> <p>Members: All PSDSs SMME Personnel NAPSSHI President PESPA President</p> <p>Consultant: FEDERICO P. MARTIN</p>	<ol style="list-style-type: none"> 1. Review the recommendations to schools for possible certification. 2. Provide TA to candidate schools. 3. Submit to the RO a short-list of schools for regional certification. <ol style="list-style-type: none"> 1. Conduct on-site visit/validates schools for SBM level certification. 2. Provide technical assistance and support to the schools in the provision of evidence. 3. Submit validation result and recommendations for regional certification. <ol style="list-style-type: none"> 1. Review the findings and recommendations of the chairpersons and provide TA if necessary.



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<p>SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC) Reference: DO 16 s.2017 SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)</p>	<p>Chairperson: CHRISTOPHER C. BENIGNO</p> <p>Co-Chairpersons: JULIET C. SANNAD SGOD Chief</p> <p>Members: REYNALYN T. PADSOYAN (Planning & Research) LILIAN S. PAGULONGAN LOIDA C. MANGANGEY (CID) BELEN R. TOMIN (Finance)</p> <p>BY INVITATION: Focal person of concerned division/learning area/section/program</p> <p>Adviser: FEDERICO P. MARTIN</p>	<ol style="list-style-type: none"> 1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identifies priority research areas in the division. 2. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers to be funded under BERF. 3. Evaluate and approve research proposals and other related research initiatives within the school's division to be funded by other fund resources. 4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects. 5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all sources. 6. Resolve emerging issues on the management and conduct of research. 7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations. 8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.
	<p>Secretariat: ROSE ANN D. SANTOS ALEJANDRO FERRY</p>	<ol style="list-style-type: none"> 1. Organize, coordinate, and document meetings of the Committee. 2. Conduct initial screening of submitted proposals for compliance with submission guidelines. 3. Aid SDRC members in recommending proposals for approval as per the criteria and scoring template provided in annex 4 of DepEd Order No. 16 s. 2017. 4. Liaise with academic and research institutions government agencies, and other



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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

		<p>DepEd offices in the conduct of the Research.</p> <ol style="list-style-type: none"> 5. Provide technical assistance to researchers on the conduct of their studies. 6. Conduct periodic monitoring on research initiatives in schools and community learning centers within the division. 7. Prepare periodic report on accomplishments related to division research initiatives. 8. Prepare complete staff work in support of the Committee's functions as needed.
<p>SDO BAGUIO INDUCTION PROGRAM FOR BEGINNING TEACHERS MANAGEMENT TEAM</p>	<p>Lead: FEDERICO P. MARTIN</p> <p>Co-lead: CHRISTOPHER C. BENIGNO</p> <p>TA Provider: JULIET C. SANNAD SGOD CHIEF</p> <p>SDO Coordinator: JOVELYN PETRA T. BALANTIN</p> <p>District Coordinators: All PSDSs</p> <p>Data Consolidator SAMUEL F. BAB-ANGA MARIA LORENA A. GALERA</p>	<p>Organize/designate the IPBT Management Team and ensure integration of the IPBT in the DEDP.</p> <p>Co-lead in the planning and implementation of the IPBT in the SDO especially in the conduct of SDO orientation for PSDSs, Program Specialists, Chiefs for the orientation of School Heads and Mentors. Provide technical assistance</p> <p>Coordinate with the TA providers and provide technical assistance on administrative concerns</p> <p>Coordinate with school heads in the monitoring of implementation in the school level.</p> <p>Collect and consolidate data on prospective inductees, coordinate with District Coordinators, SH, mentors and mentees about IBPT related processes.</p>
<p>PTA AFFAIRS COMMITTEE Reference: DO No. 54, s. 2009</p>	<p>Chairperson: FEDERICO P. MARTIN</p> <p>Members: CHRISTOPHER C. BENIGNO SGOD CHIEF ELAINE B. CABUAG NAPSSHI President (Secondary) PESPA President (Elementary) Division PTA Federation President Division SSG Federation President</p>	<ol style="list-style-type: none"> 1. Monitor the activities of the PTAs and their compliance with reports and other requirements. 2. Arbitrate disputes and settle matters that may be submitted to it for resolution especially on PTA representation issue.



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Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

<p>GRaNdSDisM* TECHNICAL WORKING COMMITTEE (Division Level) *Gender Responsive and Non-Discriminatory School Discipline Manual Reference: RM No. 054 s. 2020</p> <p>Review Committee on Public and Private School Discipline Manual and School- Based Child Protection Policy</p>	<p>Chairperson: ATTY. ANNETTE L. DOYAOEN</p> <p>Members: BRENDALEE C. AWINGAN LIGAYA ANNAWI ARIANNE BANGSE-IL DENNIS DANIWIS</p> <p>Head: GRaNdSDism TWC</p> <p>Members: CO-Trained Division Child Protection Specialists and Coordinators The Certified Regional Child Protection</p> <p>Advocates: Joseph A. Estigoy Remedios U. Andrada Sharon Christianie R. Castillo Jimmy S. Santos Maria Glenda D. Dela Peña Maria Luisa S. Mirano Jocelyn J. Fetiza</p> <p>Secretariat: Legal and CID staff</p>	<ol style="list-style-type: none"> 1. Serve as co-chairperson/members of Regional GRaNdSDisM Technical Working Committee. 2. Perform such other functions as may be assigned by the Regional GRaNdSDisM TWC. 3. Responsible for cascading the Regional Policy to SDO Baguio City stakeholders. 4. Facilitate the submission for review and approval of all SDO's public and private schools' discipline manual, and liaise with them as to the result of the review. 5. Spearhead the review of the public and private schools' discipline manual. 6. Responsible for orienting the SDO's public and private schools relative to the use of the Legal Services Information System 3.0. 7. Coordinate with SDO's ICT Unit relative to the user testing of SDO's public and private schools identified users. 8. Lead the monitoring, assessment, and reporting of CPP-related cases and incidents. <ol style="list-style-type: none"> 1. Review the SDO's public and private schools' discipline manual and school-based child protection policy. 2. Submit report/comments and recommendations on the reviewed school discipline manuals. <ol style="list-style-type: none"> 1. Assist the Review Committee.
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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

<p>DIVISION CHILD PROTECTION COUNCIL Reference: RM No. 110, s.2016</p>	<p>Chairperson: FEDERICO P. MARTIN Co-Chairperson: CHRISTOPHER C. BENIGNO Vice Chairpersons: Teachers' Organization NAPSHII Representative PESPA Representative Student Council Representative FPTA Representative Regular Members: ATTY. ANNETTE L. DOYAOEN (Legal Officer) BRENDALEE C. AWINGAN (DO Focal Person for Child Protection) Honorary Members: Provincial/City personnel in-charge of the Child Protection Programs Secretariat: Legal staff Division Trainers: CP Specialists</p>	<ol style="list-style-type: none"> 1. Recommend and support activities, programs, projects on child protection in line with policies, as well as to ensure its monitoring and evaluation. 2. The council en banc shall have a regular meeting at least twice in a school year, and the officers may have additional special meetings as deemed necessary.
<p>DIVISION JUVENILE JUSTICE AND WELFARE COMMITTEE (DivJJWC) Reference: RM No. 298. 2020</p> <p>Member of Multi-Disciplinary Team (MDT) of the Bahay Pag-asa</p>	<p>Chairperson: FEDERICO P. MARTIN Vice-Chairperson: CHRISTOPHER C. BENIGNO Members: NORA DALAPNAS (CID, EPS in Values Education/ Guidance and counselling) ATTY. ANNETTE L. DOYAOEN (Legal) JOCELYN COLDEG (SGOD, SEPS-SMME) JOVELYN BALENTIN (SGOD, SEPS-HRD) SGOD – Youth Formation Coordinator BRENDALEE C. AWINGAN (Child Protection Coordinator) Child Protection Specialist Secretariat: Legal staff CID Staff SGOD Staff</p> <p>NORA DALAPNAS Guidance counselor designated by the SDS (ALTERNATE MEMBER)</p>	<ol style="list-style-type: none"> 1. Coordinate with the Local Government Units (LGUs), Local Social Welfare and Development Office (LSWDO), Non-Government Organizations (NGOs), faith-based organizations, Multi-Disciplinary Team (MDT) of the <i>Bahay Pag-asa</i>, and other service providers for the effective implementations of these guidelines and procedures to facilitate the management of CAR and CICAL. The Schools Division Supervisor of Guidance and Counselling shall serve as member of the MDT representing the Department. A guidance counselor designated by the Schools Division Superintendent (SDS) shall be the alternate. 2. Ensure the integration of these guidelines in the following activities such as, but not limited to: <ol style="list-style-type: none"> (1) Training programs such as the Summer Institute and other In-service Trainings (2) Teacher Induction Program (3) Capacity building initiatives such as professional meetings, conferences and symposia of teachers, parents and students (4) Community Outreach Program



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SCHOOLS DIVISION OFFICE OF BAGUIO CITY

		<p>(5) <i>Abot-Alam</i> Program</p> <ol style="list-style-type: none">3. Organize and conduct capacity-building activities for members of the Child Protection Committee and Guidance Counselors or Guidance Teachers in schools. This shall include, but are not limited to, the identification of students who maybe at-risk of behaving in a way that can harm themselves or others, or vulnerable and at risk of being pushed and exploited to come into conflict with the law because of personal, family and social circumstances.4. Maintain a database and consolidate reports on incidents and cases of CAR and CICL from all schools, and submit the Schools Division data to the Regional Office (Annex A, DO 40, s. 2012 and Appendices D & F of these guidelines). The required reports shall be reflected to the Legal Services Information System (LSIS).5. Give recommendations to the Regional Office and implement measures addressing abuse, exploitation, violence and discrimination, and bullying or peer abuse of children, consistent with this Department Order, DepEd Child Protection Policy, and the Anti-Bullying Law.6. Ensure the implementation and enforcement by public and private schools of these guidelines and procedures along with the Child Protection Policy, the Anti-Bullying Law and other related policies.7. Support the activities and campaigns of stakeholders on the prevention and intervention programs for CAR and CICL.8. Assist the LGU, through the LCPC, in the development and implementation of the Comprehensive Local Juvenile Intervention Program (CLJIP).9. Perform such other functions as may be assigned by the Secretary of Education or Regional Director.
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3. All the personnel involved in said various committees shall be required for the effective discharge of the above-mentioned functions.
4. For information and dissemination.

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



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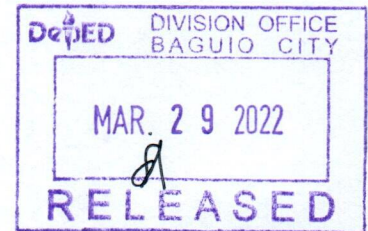
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SCHOOLS DIVISION OF BAGUIO CITY



28 March 2022

DIVISION MEMORANDUM

No. 094 s. 2022

**CREATION OF ANTI-CORRUPTION COMMITTEE IN THE SCHOOLS
 DIVISION OFFICE OF BAGUIO CITY**

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Curriculum Implementation Division
 Schools Governance and Operations Division
 OSDS Unit Heads, Section Heads, and Personnel

Public School Heads
 Public Schools Teaching and Nonteaching Personnel, and
 All Others Concerned

1. The Department of Education issued **DepEd Order No. 007, s. 2022**, otherwise known as the **“Creation of Anti-Corruption Committees in the Central, Regional, and Schools Division Offices of the Department of Education”**;
2. The creation of the said committee is pursuant to one of the 10-Point Basic Education Agenda, that is, to promote active, transparent, consultative, collaborative, and corruption-free leadership;
3. Section IV of the DO No. 007 provided for the organization in the Central, Regional, and Schools Division Offices;
4. Therefore, the **Division Anti-Corruption Committee (ACC)** in the Schools Division Office of Baguio City shall be composed of the following:

Chairperson	Schools Division Superintendent	FEDERICO P. MARTIN
Vice-Chairperson	Asst. Schools Division Superintendent	CHRISTOPHER C. BENIGNO
Members	Division Attorney	Atty. ANNETTE L. DOYAOEN
	Chief, CID	JULIET C. SANNAD
	Chief, SGOD	
	Division Information Officer	CHRISTOPHER DAVID G. OLIVA



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5. Furthermore, the following sections/units shall be designated as the **Division ACC Secretariat** whose officials/personnel shall render technical and administrative support to the committee:

Secretariat (technical support)	ICT Unit	Headed by HARRIS G. DIZON
Secretariat (technical support)	Accounting Unit	Headed by LILIBETH DEGSI
Secretariat (administrative support)	Personnel Section (including AAs/ADAS of Legal Unit)	Headed by NIEVES EBANIO

6. For information and immediate dissemination.

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

ALD/Legal Unit
2022-03-28



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