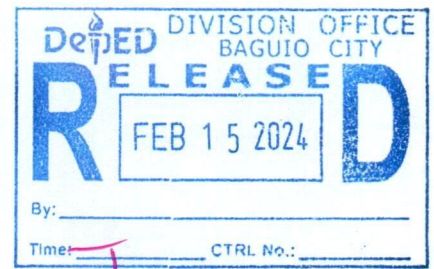




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



February 14, 2024

DIVISION MEMORANDUM

No. **089-2024**

**REORGANIZATION OF THE SCHOOLS DIVISION COMMITTEES**

To: All Chief Education Supervisors  
Education Program Supervisors  
Section/Unit Heads  
Public Schools District Supervisors  
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 Office effective immediately:

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





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<p>Reference: Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (General Procurement Reform Act)</p>	<p><b>Vice chairperson:</b>          NIÑO M. TIBANGAY  <b>Members:</b>          HARRIS G. DIZON          ANNETTE L. DOYAOEN          NIEVES D. EBANIO          MARILYN S. API-IT          MARY JANE N. MALIHOD</p>	<ol style="list-style-type: none"> <li>2. Conduct pre-procurement and pre bid conferences.</li> <li>3. Determine the eligibility of prospective bidders.</li> <li>4. Receive and open bids.</li> <li>5. Conduct the evaluation of bids.</li> <li>6. Undertake post-qualification proceedings.</li> <li>7. Recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative: Provided, that in the event the Head of the Procuring Entity shall disapprove such recommendation, such disapproval shall be based only on valid, reasonable and justifiable grounds to be expressed in writing, copy furnished the BAC.</li> <li>8. Recommend the imposition of sanctions in accordance with Article XXIII.</li> <li>9. Perform such other related functions as may be necessary, including the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process.</li> </ol>
<p><b>BAC TECHNICAL WORKING GROUP</b>          Reference: Rule V, Section 12.1 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184</p>	<p>LILIBETH G. DEGSI          BELEN R. TOMIN          ARLENE O. AWING          JORDAN B. GAS-IB          GERALD S. MENZI          BERZON C. BILLY          End User/Implementing Unit Representative</p>	<ol style="list-style-type: none"> <li>1. Assist the BAC in the following stages of procurement process:             <ol style="list-style-type: none"> <li>a. review of the Technical Specification, Scope of Work, and Terms of Reference;</li> <li>b. Review of bidding documents;</li> <li>c. Shortlisting of consultants;</li> <li>d. Eligibility Screening;</li> <li>e. Evaluation of Bids;</li> <li>f. Post-Qualification; and Resolution of Request for Reconsideration.</li> </ol> </li> </ol>
<p><b>BAC SECRETARIAT</b>          Reference: Implementing Rules and Regulations (IRR) of Republic Act 9184</p>	<p><b>Head:</b>          VIMA G. CADUNOG  <b>Members:</b>          NATALIE T. BINAYAN          PEAR JOAN N. QUERO          REYMARK P. VALENTINO</p>	<ol style="list-style-type: none"> <li>1. Provide administrative support to the BAC and the TWG.</li> <li>2. Organize and make all necessary arrangements for the BAC and the TWG meetings as well as TWG meetings.</li> <li>3. Prepare minutes of meeting and resolutions of the BAC.</li> <li>4. Take custody of procurement documents and other records and ensure that all procurements undertaken by</li> </ol>





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		<p>the Procuring Entity are properly documented.</p> <ol style="list-style-type: none"> <li>5. Manage the sale and distribution of Bidding Documents to interested bidders.</li> <li>6. Advertise and/or post bidding opportunities, including Bidding Documents, and notice of awards.</li> <li>7. Assist in managing the procurement process.</li> <li>8. Monitor procurement activities and milestones for proper reporting to relevant agencies when required.</li> <li>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.</li> <li>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.</li> </ol>
<p><b>INSPECTORATE TEAM/INSPECTION OFFICERS</b>          Reference:          DO No. 5, s. 2010,          Implementing Rules and Regulations (IRR) of Republic Act 9184</p>	<p><b>For goods and services</b>          OLIVIA O. GOMEZ          CHRISTOREY C. SIMANGAN          ROGER D. SINOT, JR          CYNTHIA S. CADAWAN          SONNY PADAY-OS          ROMULO L. BORJA</p> <p><b>For infrastructure and furniture</b>          JERRY C. YMSO          JORDAN B. GAS-IB          GERALD S. MENZI          KIMBERLY REYANNE P. YAP          BERZON C. BILLY</p>	<ol style="list-style-type: none"> <li>1. Conduct pre-delivery inspection prior to delivery to determine its compliance with the technical specification.</li> <li>2. Inspect the delivered goods in accordance with the perfected Purchase Order/Contracts.</li> <li>3. Sign the Inspection and Acceptance Report form (IAR) and recommends payment/non-payment of the Supplier/Contractor.</li> <li>4. Conduct post-delivery inspection prior to the issuance of Certificate of Final Acceptance.</li> <li>5. Monitor the rectification of defective deliveries.</li> </ol>
<p><b>CANVASSERS for alternative modes of procurement</b>          Reference: Implementing Rules and Regulations (IRR) of Republic Act 9184</p>	<p>RHEINECK M. CAPARAS          AMIL S. FLAMIANO          FREDERICK L. ARCIAGA          HELEN P. PONDALES          MARIA LORENA A. GALERA</p>	<ol style="list-style-type: none"> <li>1. Conduct personal canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS</li> </ol>





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	ARNOLD T. DE VERA ROBERTO B. CATAP PETER B. LID-AYAN End User	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.
<b>DISPOSAL AND CONDEMNATION</b> References: DO 56, s. 1997, EO 888 & 309, COA Circular No. 89-296,	<b>Chairperson:</b> SORAYA T. FACULO <b>Members:</b> NIEVES D. EBANIO VIMA G. CADUNOG NATALIE T. BINAYAN JORDAN GAS-IB HARRIS G. DIZON, JR. MARK RONALD B. CABATIC BASILIO T. TALCO PEAR N. QUERO (Secretariat)	<ol style="list-style-type: none"> <li>1. Conduct an actual ocular inspection of the property, equipment and materials to assess its physical condition.</li> <li>2. Appraise the unserviceable property, equipment and materials.</li> <li>3. Recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government.</li> </ol>
<b>INVENTORY COMMITTEE</b> References: COA Circular No. 80-124 COA Circular No. 2020-006	<b>Machinery equipment (office, sports, technical and scientific) and other machinery (motor vehicle, furniture and fixture)</b> <b>Chairperson:</b> NATALIE T. BINAYAN <b>Members:</b> JOMARIE P. CORDERO BASILIO T. TALCO ARNOLD T. DE VERA ROMULO L. BORJA <b>Buildings, Land Improvement and power supply</b> <b>Chairperson:</b> JORDAN GAS-IB <b>Members:</b> KIMBERLY YAP LOIDA T. DURANTE NATALIE T. BINAYAN <b>Information and Communication Technology and Equipment</b> <b>Chairperson:</b> HARRIS G. DIZON, JR. <b>Members:</b> NATALIE T. BINAYAN JOMARIE P. CORDERO MARK RONALD B. CABATIC	<ol style="list-style-type: none"> <li>1. Take charge of the physical inventory-taking.</li> <li>2. Conduct property identification and coding.</li> <li>3. Prepare inventory reports properly reconciled with accounting and inventory records.</li> </ol>





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	<p><b>Books</b>  <b>Chairperson:</b>          LOIDA C. MANGANGEY  <b>Members:</b>          VIMA G. CADUNOG          JOMARIE P. CORDERO          CHRISTOPHER DAVID G. OLIVA          PHOEBE JANE V. NAVARRETE          LILY B. MABALOT  <b>Medical/Dental Equipment</b>  <b>Chairperson:</b>          ROGER D. SINOT, JR.  <b>Member:</b>          MA. LORETO M. ANDRADA          NATALIE T. BINAYAN          JOMARIE P. CORDERO          JULIET A. URSABIA          CYNTHIA S. CADAWAN</p>	
<p><b>HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)</b>          Reference:          DO No. 019, s. 2022; DO No. 007, s. 2023;          ORA-OHRA</p>	<p><b>Chairperson:</b>          CARMEL F. MERIS  <b>Members:</b>          NIÑO M. TIBANGAY          NIEVES D. EBANIO          MA. LOUELLA C. MONCADA  <b>School Head or Chief of Division</b> where the vacancy exists  <b>LEVEL II POSITIONS</b>          BCSTEA Representative  <b>LEVEL I POSITIONS</b>          BCSNTEA Representative</p>	<ol style="list-style-type: none"> <li>1. Develop the SRP which shall be submitted for approval of the appointing officer/authority, copy furnished the CSC and its field offices for reference purposes;</li> <li>2. Recommend to the appointing officer/authority the designation of subcommittee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process;</li> <li>3. Evaluate and deliberate the qualifications of all applicants in accordance with DO No. 19, s. 2022, the provisions of the ORAOHRA, and relevant hiring guidelines;</li> <li>4. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions;</li> <li>5. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;</li> <li>6. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;</li> <li>7. Maintain fairness and impartiality in the assessment of applicants;</li> <li>8. Respond to queries and/or complaints pertaining to the comparative assessment results;</li> <li>9. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and</li> </ol>





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	<p><b>Secretariat:</b>          CHRISTOREY C. SIMANGAN          DIANA FAITH F. DALILIS</p>	<p>10. Perform other related functions as may be assigned.</p> <p>1. Perform secretariat and technical support function to the HRMPSB in the conduct of assessment of applicants and final evaluation of candidates;          2. Conduct and evaluate the results of the Background Investigation of candidates to be submitted to the HRMO, and          3. Assist in the preparation of comparative assessment results.</p>
<p><b>PRAISE</b>          Reference:          DO No. 9, s. 2002</p>	<p><b>Chairperson:</b>          CARMEL F. MERIS  <b>Vice Chairperson:</b>          NINO M. TIBANGAY  <b>Members:</b>          JULIET C. SANNAD          JERRY C. YMSON          JOVELYN PETRA T. BALANTIN          LILIBETH G. DEGSI          NIEVES D. EBANIO          ARIAN C. BANGSE-IL          (NT Level 2 Representative          MARIA LORENA A. GALERA          (NT Level 1 Representative</p> <p><b>Secretariat:</b>          SAMUEL F. BAB-ANGA          MA. LOUELLA C. MONCADA</p>	<p>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</p>





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		<p>thirtieth (30<sup>th</sup>) day of January.</p> <p>9. Monitor and evaluate the System's implementation every year and make essential improvements to 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><b>PERFORMANCE MANAGEMENT TEAM</b>          Reference:          DO No. 2, s. 2015</p>	<p><b>Chairperson:</b>          CARMEL F. MERIS</p> <p><b>Members:</b>          MARINA D. TABANGCURA          JOVELYN PETRA T. BALANTIN          LILIBETH G. DEGSI          NIEVES D. EBANIO          BCSTEA PRESIDENT          PESPA PRESIDENT          NAPSSHI PRESIDENT</p> <p><b>Secretariat:</b>          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><b>GAD Focal Point System</b>          Reference: DO 27, s. 2013</p>	<p><b>GFPS Head/Chairperson:</b>          SORAYA T. FACULO</p> <p><b>TWG Head:</b>          CARMEL F. MERIS</p> <p><b>Members:</b>          NINO TIBANGAY          JULIET C. SANNAD          NORA D. DALAPNAS          JOVELYN PETRA T. BALANTIN          LILIBETH G. DEGSI</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,</p>





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	<p>BELEN R. TOMIN NIEVES D. EBANIO OLIVIA O. GOMEZ</p>	<p>needs and concerns of DepEd for its stakeholders, particularly students, teachers and employees.</p> <ol style="list-style-type: none"><li>Analyze programs and Projects using the Harmonized GAD' Guidelines for Programs and Projects to determine their gender sensitivity.</li><li>Recommend formulation/ revision of policies in advancing women's status and child protection.</li><li>Lead in the review and updating of sex disaggregated data for GAD database to serve as basis in performance-based gender responsive planning.</li><li>Implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD.</li><li>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).</li><li>Ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget.</li><li>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.</li><li>Build and strengthen partnership with all GAD Focal Point Persons in the</li></ol>
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	<p><b>GFPS Coordinator:</b> JOVELYN PETRA T. BALANTIN</p> <p><b>SC &amp; PWD Focal Person:</b> NIEVES D. EBANIO</p> <p><b>M &amp; E:</b> JOCELYN C. COLDEG</p> <p><b>Secretariat:</b> SAMUEL F. BAB-ANGA MARIA LORENA A. GALERA</p>	<p>Department, the Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), Department of Budget and Management (DBM), GAD-non-government organizations (NGOs) and other Partners.</p> <ol style="list-style-type: none"> <li>1. Coordinate GAD efforts of all offices/units.</li> <li>1. Consolidate the proposed annual Senior Citizen and PWD Plan and Accomplishment.</li> <li>1. Lead the gender audit and evaluation of all GAD PPAs.</li> <li>1. Provide administrative support to the GFPS.</li> <li>2. Document GAD activities and minutes of meeting.</li> <li>3. Assist in the preparation of GAD Plan and accomplishment reports and in the conduct of GAD activities, programs and projects.</li> </ol>
<p><b>GRIEVANCE COMMITTEE (Division Level)</b> Reference: DO No. 35, s. 2004</p>	<p><b>Chairperson:</b> CARMEL F. MERIZ</p> <p><b>Members:</b> PSDS in-charge of the District BCSTEA President BCSNTEA President NAPPSHI President PESPA President</p> <p><b>Secretariat:</b> Administrative Assistant (Legal)</p>	<ol style="list-style-type: none"> <li>1. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties.</li> <li>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.</li> <li>3. Conduct continuing information drive on the Grievance Machinery among</li> </ol>





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		<p>officials and employees.</p> <ol style="list-style-type: none"> <li>4. Conduct dialogue between and among the parties involved.</li> <li>5. Direct the documentation of the grievance including the preparation and signing of written agreements required by the parties involved.</li> <li>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.</li> <li>7. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.</li> </ol>
<p><b>MEDIATION UNIT</b>          Reference:          DO No. 15, s. 2012,          RA 9285</p>	<p><b>Chairperson:</b>          NIEVES D. EBANIO  <b>Vice Chairperson:</b>          MARINA D. TABANGCURA  <b>Member:</b>          ATTY. ANNETTE L.          DOYAOEN  <b>Secretariat:</b>          Administrative Assistant          (Legal)  <b>Roster of Mediators:</b>          SANTIAGO L. BUGTONG          BRENDALEE C. AWINGAN</p>	<ol style="list-style-type: none"> <li>1. Abide by the terms of the agreement to mediate and the code of conduct for mediators.</li> <li>2. Facilitate the negotiations between the parties toward a mutually acceptable solution.</li> <li>3. Assist the parties in drawing up the written settlement agreement.</li> </ol>
<p><b>SCHOOL-BASED MANAGEMENT COMMITTEE</b>          Reference:          DO No. 83, 2012</p>	<p><b>Chairperson:</b>          CARMEL F. MERIS  <b>Co-chairpersons:</b>          JULIET C. SANNAD          NINO M. TIBANGAY  <b>Members:</b>          All PSDSs          SMME Personnel          NAPSSHI President          PESPA President</p>	<ol style="list-style-type: none"> <li>1. Review the recommendations to schools for possible certification.</li> <li>2. Provide TA to candidate schools.</li> <li>3. Submit to the RO a short-list of schools for regional certification.</li> </ol> <ol style="list-style-type: none"> <li>1. Conduct on-site visit/validates schools for SBM level certification.</li> <li>2. Provide technical assistance and support to the schools in the provision of evidence.</li> </ol>





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		3. Submit validation result and recommendations for regional certification.
<b>SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)</b> Reference: DO 16 s.2017 <b>SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)</b>	<b>Consultant:</b> SORAYA T. FACULO  <b>Chairperson:</b> CARMEN F. MERIS  <b>Co-Chairpersons:</b> JULIET C. SANNAD NINO TIBANGAY  <b>Members:</b> JIMMY S. SANTOS (Planning & Research) VIRGINIA C. ALINDAYO LOIDA C. MANGANGEY (CID) BELEN R. TOMIN (Finance)  <b>BY INVITATION:</b> Focal person of concerned division/learning area/section/program  <b>Adviser:</b> SORAYA T. FACULO	1. Review the findings and recommendations of the chairpersons and provide TA if necessary.  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.
	<b>Secretariat:</b> KITCHIE AME R. FLORES	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





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		<p>annex 4 of DepEd Order No. 16 s. 2017.</p> <ol style="list-style-type: none"> <li>4. Liaise with academic and research institutions government agencies, and other DepEd offices in the conduct of the Research.</li> <li>5. Provide technical assistance to researchers on the conduct of their studies.</li> <li>6. Conduct periodic monitoring on research initiatives in schools and community learning centers within the division.</li> <li>7. Prepare periodic report on accomplishments related to division research initiatives.</li> <li>8. Prepare complete staff work in support of the Committee's functions as needed.</li> </ol>
<p><b>PTA AFFAIRS COMMITTEE</b> Reference: DO No. 54, s. 2009</p>	<p><b>Chairperson:</b> SORAYA T. FACULO <b>Members:</b> CARMEL F. MERIS NINO M. TIBANGAY JULIET D. PIOK NAPSSHI President (Secondary) PESPA President (Elementary) Division PTA Federation President Division SSG Federation President</p>	<ol style="list-style-type: none"> <li>1. Monitor the activities of the PTAs and their compliance with reports and other requirements.</li> <li>2. Arbitrate disputes and settle matters that may be submitted to it for resolution especially on PTA representation issue.</li> </ol>
<p><b>GRaNdSDisM* TECHNICAL WORKING COMMITTEE (Division Level)</b> *Gender Responsive and Non-Discriminatory School Discipline Manual Reference: RM No. 054 s. 2020</p>	<p><b>Chairperson:</b> ATTY. ANNETTE L. DOYAOEN <b>Members:</b> BRENDALEE C. AWINGAN LIGAYA N. ANNAWI ARIAN C. BANGSE-IL DENNIS E. DANIWIS</p>	<ol style="list-style-type: none"> <li>1. Serve as co-chairperson/members of Regional GRaNdSDisM Technical Working Committee.</li> <li>2. Perform such other functions as may be assigned by the Regional GRaNdSDisM TWC.</li> <li>3. Responsible for cascading the Regional Policy to SDO Baguio City stakeholders.</li> <li>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.</li> <li>5. Spearhead the review of the public and private schools' discipline manual.</li> </ol>





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		<ol style="list-style-type: none"> <li>6. Responsible for orienting the SDO's public and private schools relative to the use of the Legal Services Information System 3.0.</li> <li>7. Coordinate with SDO's ICT Unit relative to the user testing of SDO's public and private schools identified users.</li> <li>8. Lead the monitoring, assessment, and reporting of CPP-related cases and incidents.</li> </ol>
<p><b>DIVISION LEARNERS RIGHTS AND PROTECTION UNIT (LRPU)</b>                  Reference: Regional Memorandum 281.2021</p>	<p><b>Consultant:</b>                  SORAYA T. FACULO  <b>Chairperson:</b>                  NINO M. TIBANGAY  <b>Vice-Chairperson</b>                  JERRY C. YMSON  <b>Members:</b>                  ROGER D. SINOT, JR.                  ASUNCION C. SAGUID                  NORA D. DALAPNAS                  NIXON C. ELAHE                  JOVELYN PETRA T. BALANTIN                  JIMMY S. SANTOS  <b>Alternate Members</b>                  MARILYN S. TAMI-ING                  JULIET D. PIOK  <b>Secretariat:</b>                  AUGIE PERL A. SIMANGAN                  ARLANI B. BUCCAT</p>	<p>The CPU shall perform the following functions pertaining to the right of the child to protection in basic education.</p> <ol style="list-style-type: none"> <li>1. In coordination with the CREDe, formulate policies concerning all matters pertaining to the right of the child in basic education to protection from all forms of violence, abuse, neglect, cruelty, exploitation, and maltreatment, consistent with the overall framework of the Department of Education to realize child rights in basic education.</li> <li>2. Serve as the lead office in planning, implementing, coordinating, monitoring, and evaluating programs, projects, and activities, including intervention mechanisms, related to child protection at different governance levels.</li> <li>3. In coordination with various offices, give due emphasis to integration of child protection in the basic education curriculum, instruction, and assessment.</li> <li>4. Initiate and coordinate cooperation or partnership activities with the schools, local government units, non-government organizations, civil-society organizations, and other key education partners and stakeholders in the implementation of the child protection policies, programs, and activities.</li> <li>5. Establish and maintain a monitoring and reporting mechanism for all child protection-related concerns; and</li> <li>6. Consolidate reports on incidents and cases for the Division Offices within the Region through the Legal Services</li> </ol>





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		<p>Information System (LSIS) child protection data and submit a Regional Report to the Office of the Undersecretary of Field Operations, Palarong Pambansa Secretariat, and DepEd Employees Associations Coordinating Office.</p>
<p><b>DIVISION CHILD RIGHTS IN EDUCATION DESK (CREDe)</b>          Reference: Regional Memorandum 281.2021</p>	<p><b>Consultant:</b>          SORAYA T. FACULO  <b>Chairperson:</b>          ATTY. ANNETTE L. DOYAOEN  <b>Members:</b>          ARMI A. FIANGAAN          JERRY C. YMSOY          JOVELYN PETRA T. BALANTIN          JULIET S. SANNAD          NORA D. DALAPNAS  <b>Alternate Members</b>          BRENDALEE C. AWINGAN          JULIET D. PIOK  <b>Secretariat:</b>          AUGIE PERL A. SIMANGAN          ARLANI B. BUCCAT</p>	<p>The CREDe, using child rights and legal lens, shall perform the following functions pertaining to policy formulation, monitoring, and reporting for the implementation of the rights of the child in basic education, and building awareness and advocacy for these rights.</p> <ol style="list-style-type: none"> <li>1. Establish and strengthen the framework to realize the rights of the child in, and through, the different governance level.</li> <li>2. Act as the lead unit to flesh out and articulate the standards and meaning of child rights in basic education, as embodied in various legal instruments.</li> <li>3. Contribute to the development of legislation, policy, standards, and rules to enhance respect for, protection, promotion, and fulfillment of child rights in, and by, the Department.</li> <li>4. Act as integrating unit for the policy formulation, monitoring, and reporting of child rights implementation in program lodged in the various offices of the different governance level.</li> <li>5. Establish and maintain a monitoring and reporting mechanism for the implementation and enforcement of child rights under domestic and international law, including the United Nations Convention on the Rights of the Child (UNCRC).</li> <li>6. In coordination with various offices, give due emphasis to integration of child rights in the basic education curriculum, instruction, and assessment.</li> <li>7. Advocate, create awareness, and build knowledge and capacity in relation to the rights of the child in basic education, through child rights education among the various stakeholders; and</li> <li>8. Initiate and coordinate cooperation or partnership activities within the different governance level, and with other local government units, non-government organizations, civil-</li> </ol>





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		<p>society organizations, and other key education partners and stakeholders in the policy formulation, monitoring and reporting of child rights implementation, and building awareness and advocacy of these rights.</p>
<p><b>DIVISION JUVENILE JUSTICE AND WELFARE COMMITTEE (DivJJWC)</b>          Reference:          RM No. 298. 2020</p>	<p><b>Chairperson:</b>          SORAYA T. FACULO  <b>Vice-Chairperson:</b>          CARMEL F. MERIS  <b>Members:</b>          NORA D. DALAPNAS          ATTY. ANNETTE L. DOYAOEN          ASUNSION C. SAGUID          JOVELYN PETRA T. BALENTIN          AUGIE PERL A. SIMANGAN          BRENDALEE C. AWINGAN          Child Protection Specialist  <b>Secretariat:</b>          Legal staff          CID Staff          SGOD Staff</p> <p>ALTERNATE MEMBER          Guidance counselors designated by the SDS</p>	<p>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 CICL. 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.</p> <p>2. Ensure the integration of these guidelines in the following activities such as, but not limited to:</p> <ol style="list-style-type: none"> <li>(1) Training programs such as the Summer Institute and other In-service Trainings</li> <li>(2) Teacher Induction Program</li> <li>(3) Capacity building initiatives such as professional meetings, conferences and symposia of teachers, parents and students</li> <li>(4) Community Outreach Program</li> <li>(5) <i>Abot-Alam</i> Program</li> </ol> <p>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.</p> <p>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,</p>





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		<p>s. 2012 and Appendices D &amp; F of these guidelines). The required reports shall be reflected to the Legal Services Information System (LSIS).</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>7. Support the activities and campaigns of stakeholders on the prevention and intervention programs for CAR and CICL.</li><li>8. Assist the LGU, through the LCPC, in the development and implementation of the Comprehensive Local Juvenile Intervention Program (CLJIP).</li><li>9. Perform such other functions as may be assigned by the Secretary of Education or Regional Director.</li></ol>
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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.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge, Office of the Schools Division Superintendent

