



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



March 9, 2026

DIVISION MEMORANDUM  
 No. **188-2026**

**REORGANIZATION OF THE SCHOOLS DIVISION COMMITTEES**

To: Chief Education Supervisors  
 Education Program Supervisors  
 Section/Unit Heads  
 Public Schools District Supervisors  
 Public School Heads  
 All Others Concerned

1. In view of the reassignment of the Assistant Schools Division Superintendent (ASDS), this Office hereby reorganizes the composition of the various committees of the Schools Division Office to ensure the continuous and effective performance of the Division's mandated functions, 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 12009	<b>Chairperson:</b> SORAYA T. FACULO <b>Co-Chairperson:</b> SAMUEL T. EGSAEN <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 12009	<b>Chairperson:</b> Chief/Section or Unit Head/ Program Owner  <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>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> <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>





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<p><b>BIDS AND AWARDS</b> Reference: Revised Implementing Rules and Regulations (IRR) of Republic Act 12009</p>	<p><b>Chairperson:</b> SAMUEL T. EGSAEN <b>Vice chairperson:</b> NIEVES D. EBANIO <b>Members:</b> BELEN R. TOMIN HARRIS G. DIZON VIMA G. CADUNOG</p>	<ol style="list-style-type: none"><li>1. Recommend to the HoPE the use of any of the modes of procurement as provided in Rule IV of this IRR;</li><li>2. Publish or post the Invitation to Bid or Request for Expressions of Interest;</li><li>3. Conduct pre-procurement and pre-bid conferences;</li><li>4. Determine the eligibility of prospective bidders;</li><li>5. Receive and open bids;</li><li>6. Conduct the evaluation of bids;</li><li>7. Undertake post-qualification proceedings;</li><li>8. Resolve requests for reconsideration;</li><li>9. Recommend award of contracts to the HoPE or the duly authorized representative; Provided, That in the event the HoPE 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>10. Recommend the imposition of sanctions in accordance with Rule XXI of this IRR;</li><li>11. Prepare a procurement monitoring report that shall be approved and submitted by the HoPE to the GPPB on a semestral basis. The contents and coverage of this report shall be in the form prescribed by the GPPB provided in this IRR; and</li><li>12. Perform such other related functions as may be necessary, including the creation of a TWG, as affirmed by the HoPE in an appropriate order, from a pool of technical, financial, and/or legal experts to assist in the following procurement processes, such as but not limited to:<ol style="list-style-type: none"><li>i) Review of the Technical Specifications, Scope of Work, and Terms of Reference;</li><li>ii) Review of Bidding Documents;</li></ol></li></ol>
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		iii) Short-listing of Consultants; iv) Eligibility Screening; v) Evaluation of Bids; vi) Post-Qualification; and vii) Resolution of Request for Reconsideration.
<b>BAC TECHNICAL WORKING GROUP</b> Reference: Rule V, Section 12.1 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 12009	LILIBETH G. DEGSI MARILYN S. API-IT MARY JANE N. MALIHOD ARLENE O. AWING GERALD S. MENZI End User/Implementing Unit Representative	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>
<b>BAC SECRETARIAT</b> Reference: Implementing Rules and Regulations (IRR) of Republic Act 12009	<b>Head:</b> ANNETTE L. DOYAOEN <b>Members:</b> ROWENA S. AGANG-ANG PEAR JOAN N. QUERO REYMARK P. VALENTINO JOANNE A. BINGUIT	<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 the Procuring Entity are properly documented.</li> <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 PMPs 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</li> </ol>



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		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.
<b>INSPECTORATE TEAM/INSPECTION OFFICERS</b> Reference: DO No. 5, s. 2010, Implementing Rules and Regulations (IRR) of Republic Act 12009	<b>For goods and services</b> LILY MABALOT VINCENT LUIS ARLANI BUCCAT LOIDA DURANTE End User	<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>
<b>CANVASSERS for modes of procurement other than public bidding</b> Reference: Implementing Rules and Regulations (IRR) of Republic Act 12009	RHEINECK M. CAPARAS PHOEBE NAVARETE AMIL S. FLAMIANO ALEXANDER TUMAPANG MARY ANN KIDWAS JUDY PARAN End User	<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 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.</li> </ol>
<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. CADUNGOG NATALIE T. BINAYAN JORDAN GAS-IB HARRIS G. DIZON, JR. 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>



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**INVENTORY  
COMMITTEE**

References:  
COA Circular No. 80-124  
COA Circular No. 2020-006

**Machinery equipment  
(office, sports, technical  
and scientific) and other  
machinery (motor vehicle,  
furniture and fixture)**

**Chairperson:**

NATALIE T. BINAYAN

**Members:**

NATALIE T. BINAYAN

LOIDA DURANTE

RIZA TAN

VINCENT JAY LUIS

SONNY PADAY-OS

**Recorders:**

ARNOLD DE VERA

**Validators:**

JONATHAN BOTENGAN

BASILIO TALCO

**Buildings, Land  
Improvement and power  
supply**

**Chairperson:**

JORDAN GAS-IB

**Members:**

ALEXANDER TUMAPANG

SHAYLA MACARIO

BLENDIA LOUISE

ALACYANG

ALEXANDER TUMAPANG

KIMBERLY YAP

CHESTER WASHINGTON

BAYAO

NATALIE BINAYAN

LOIDA DURANTE

**Recorders:**

ARNOLD DE VERA

PETER LID-AYAN

**Validators:**

JONATHAN BOTENG

BASILIO TALCO

**Information and  
Communication  
Technology and Equipment**

**Chairperson:**

HARRIS G. DIZON JR.

**Members:**

NATALIE T. BINAYAN

LOIDA DURANTE

RIZA TAN

VINCENT JAY LUIS

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>SONNY PADAY-OS  <b>Recorders:</b>          ARNOLD DE VERA  <b>Validators:</b>          JONATHAN BOTENGAN          BASILIO TALCO</p> <p><b>Books</b>  <b>Chairperson:</b>          LOIDA C. MANGANGEY  <b>Members:</b>          LILY MABALOT          PHOEBE JANE NAVARETE          CHRISTOPHER DAVID          OLIVA          VIMA G. CADUNGOG  <b>Recorders:</b>          ARNOLD DE VERA          BASILIO TALCO  <b>Validators:</b>          ROBERTO CATAP</p> <p><b>Medical/Dental Equipment</b>  <b>Chairperson:</b>          ROGER D. SINOT JR.  <b>Members:</b>          MA. LORETO M. ANDRADA          NATALIE T. BINAYAN          JULIET A. URSABIA          CYNTHIA S. CADAWAN  <b>Recorders:</b>          ARNOLD DE VERA  <b>Validators:</b>          JONATHAN BOTENG          BASILIO TALCO</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>          SAMUEL T. EGSAEN  <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 belonging to second level employees  <b>LEVEL I POSITIONS</b>          BCSNTEA Representative belonging to second level employees</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> </ol>



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	<p style="text-align: center;"><b>Secretariat:</b> CHRISTOREY C. SIMANGAN JOANNA MAE S. VILLAREAL</p>	<ol style="list-style-type: none"> <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> <li>10. Perform other related functions as may be assigned.</li> </ol> <ol style="list-style-type: none"> <li>1. Perform secretariat and technical support function to the HRMPSB in the conduct of assessment of applicants and final evaluation of candidates;</li> <li>2. Conduct and evaluate the results of the Background Investigation of candidates to be submitted to the HRMO, and</li> <li>3. Assist in the preparation of comparative assessment results.</li> </ol>
<p><b>PRAISE</b> Reference: DO No. 9, s. 2002</p>	<p><b>Chairperson:</b> SAMUEL T. EGSAEN <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) LEIGH YAN M. VERONA (NT Level 1 Representative)</p> <p><b>Secretariat:</b> SAMUEL F. BAB-ANGA MA. LOUELLA C. MONCADA</p>	<ol style="list-style-type: none"> <li>1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct.</li> <li>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.</li> <li>3. Determine the forms of awards and incentives to be granted.</li> <li>4. Monitor implementation of approved suggestions and ideas through . feedback and reports.</li> <li>5. Prepare plans, identify resources and propose</li> </ol>



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		<p>budget for the system on an annual basis.</p> <ol style="list-style-type: none"> <li>6. Develop, produce, distribute a system policy manual and orient the employees on the same.</li> <li>7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.</li> <li>8. Submit an annual report on the awards and incentives system to the CSC on or before the thirtieth (30<sup>th</sup>) day of January.</li> <li>9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency.</li> <li>10. Address issues relative to awards and incentives within fifteen (15) days from date of submission.</li> </ol>
<p><b>PERFORMANCE MANAGEMENT TEAM</b>  Reference:  DO No. 2, s. 2015</p>	<p><b>Chairperson:</b>  SAMUEL T. EGSAEN  <b>Members:</b>  MARINA D. TABANGCURA  JOVELYN PETRA T. BALANTIN  LILIBETH G. DEGSI  NIEVES D. EBANIO  BCSTE A PRESIDENT  PESPA PRESIDENT  NAPSSHI PRESIDENT</p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Recommends approval of the office performance commitment and rating to the Head of Agency.</li> <li>4. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.</li> </ol>



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	<p><b>Secretariat:</b>          OLIVIA O. GOMEZ          MARIA LOUELLA C. MONCADA</p>	<ol style="list-style-type: none"> <li>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.</li> </ol>
<p><b>Division Personnel Development/ Scholarship Committee</b></p>	<p><b>Chairperson:</b>          SAMUEL T. EGSAEN</p> <p><b>Members:</b>          JOVELYN T. BALANTIN          ASUNCION C. SAGUID          HARRIS D. DIZON JR          NIEVES D. EBANIO          BELEN R. TOMIN</p> <p>PSDS of the district where the identified personnel are assigned          EPS assigned to the learning area</p> <p><b>Secretariat:</b>          SAMUEL F. BAB-ANGA          JOCELYN C. COLDEG          MA. LOULLA C. MONCADA</p>	<ol style="list-style-type: none"> <li>1. Formulate and recommend internal policies, guidelines, and procedures consistent with existing DepEd issuances on the learning and development (L&amp;D) of Division Office personnel.</li> <li>2. Prepare and recommend for approval a comprehensive, needs-based, and competency-based L&amp;D Plan aligned with organizational goals, strategic priorities, and applicable professional standards.</li> <li>3. Coordinate, oversee, and monitor the implementation of the approved L&amp;D Plan and ensure the provision of appropriate interventions addressing identified competency gaps of personnel and the organization.</li> <li>4. Monitor and evaluate the progress and impact of L&amp;D programs, interventions, and scholarship grants on personnel performance and organizational effectiveness.</li> <li>5. Assess, screen, and nominate qualified personnel for scholarships, training programs, and other L&amp;D opportunities in accordance with existing DepEd policies and criteria set by sponsoring agencies.</li> <li>6. Review applications for study leave and other L&amp;D-related requests and recommend appropriate action to the Head of Office.</li> <li>7. Oversee the dissemination of scholarship opportunities, screening of applications, preparation of nominees, and provision of technical assistance to applicants in complying with scholarship requirements.</li> <li>8. Maintain and regularly update the database of active scholars and potential scholars, and monitor their compliance with scholarship requirements, workplace application plans, research outputs, and service obligations.</li> <li>9. Coordinate with sponsoring agencies and facilitate the processing of scholarship-related requests such as deferment, withdrawal, or other concerns.</li> </ol>



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		<p>10. Serve as the focal committee in ensuring the proper implementation of the Performance Monitoring, Rewards, and Recognition System (PMRRS) and develop mechanisms for granting awards, incentives, and recognition to personnel.</p> <p>11. Prepare and submit periodic and accomplishment reports to the Head of Office and other concerned offices, and conduct feedback mechanisms or assessments to improve L&amp;D and scholarship programs.</p> <p>12. Perform other related functions as may be authorized in support of DepEd human resource development and organizational effectiveness.</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>          SAMUEL T. EGSAEN</p> <p><b>Members:</b>          NINO TIBANGAY          JULIET C. SANNAD          NORA D. DALAPNAS          JOVELYN PETRA T. BALANTIN          LILIBETH G. DEGSI          BELEN R. TOMIN          NIEVES D. EBANIO          OLIVIA O. GOMEZ</p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>2. Analyze programs and Projects using the Harmonized GAD' Guidelines for Programs and Projects to determine their gender sensitivity.</li> <li>3. Recommend formulation/ revision of policies in advancing women's status and child protection.</li> <li>4. 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>5. Implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-</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 JOANNA MAE S. VILLAREAL</p>	<p>building and generating support for GAD.</p> <ol style="list-style-type: none"><li>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).</li><li>7. Ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget.</li><li>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.</li><li>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-non-government organizations (NGOs) and other Partners.</li></ol> <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></ol>
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		<ol style="list-style-type: none"> <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>  SAMUEL T. EGSAEN</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 officials and employees.</li> <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</li> </ol>



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		<p>agency on the grievance.</p> <p>7. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.</p>
<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> SAMUEL T. EGSAEN <b>Co-chairpersons:</b> JULIET C. SANNAD NINO M. TIBANGAY</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>
	<p><b>Members:</b> All PSDSs SMME Personnel NAPSSHI President PESPA President</p>	<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> <li>3. Submit validation result and recommendations for regional certification.</li> </ol>
<p><b>SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)</b> Reference: DO 16 s.2017 <b>SCHOOLS DIVISION RESEARCH COMMITTEE (SDRC)</b></p>	<p><b>Chairperson:</b> SAMUEL T. EGSAEN <b>Co-Chairpersons:</b> JULIET C. SANNAD NINO TIBANGAY</p>	<ol style="list-style-type: none"> <li>1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identifies priority research areas in the division.</li> <li>2. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers to be funded under BERF.</li> <li>3. Evaluate and approve research proposals and other related</li> </ol>
	<p><b>Members:</b> JIMMY S. SANTOS (Planning &amp; Research) VIRGINIA C. ALINDAYO LOIDA C. MANGANGEY (CID) BELEN R. TOMIN</p>	



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	<p>(Finance)</p> <p><b>BY INVITATION:</b> Focal person of concerned division/learning area/section/program</p> <p><b>Adviser:</b> SORAYA T. FACULO</p>	<p>research initiatives within the school's division to be funded by other fund resources.</p> <ol style="list-style-type: none"> <li>4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects.</li> <li>5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all sources.</li> <li>6. Resolve emerging issues on the management and conduct of research.</li> <li>7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations.</li> <li>8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.</li> </ol>
	<p><b>Secretariat:</b> LEIGH YAN M. VERONA</p>	<ol style="list-style-type: none"> <li>1. Organize, coordinate, and document meetings of the Committee.</li> <li>2. Conduct initial screening of submitted proposals for compliance with submission guidelines.</li> <li>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.</li> <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> </ol>



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		<ol style="list-style-type: none"> <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. 13, s. 2022</p>	<p><b>Chairperson:</b> SORAYA T. FACULO</p> <p><b>Members:</b> SAMUEL T. EGSAEN NINO M. TIBANGAY JULIET D. PIOK NAPSSHI President (Secondary) PESPA President (Elementary) FPTA-BOD Chairperson (concurrently serving as FPTA-EXECOM President) at the city or provincial level Division Federation of Supreme Pupil Government President, or Supreme Student Government President</p> <p><b>Secretariat:</b> JERRY C. YMSON</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> <ol style="list-style-type: none"> <li>1. Organize/Facilitate PTA meetings, consultations, trainings, and conferences.</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</p> <p><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> <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</b></p>	<p><b>Consultant:</b> SORAYA T. FACULO</p>	<p>The CPU shall perform the following functions pertaining to the right of the child to protection in basic education.</p>



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<p><b>PROTECTION UNIT (LRPU)</b>  Reference: Regional Memorandum 281.2021</p>	<p><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>	<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 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.</li> </ol>
<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</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>



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	<p>JERRY C. YMSON          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>	<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 officers 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-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.</li> </ol>
<p><b>DIVISION JUVENILE JUSTICE AND WELFARE COMMITTEE (DivJJWC)</b>          Reference:</p>	<p><b>Chairperson:</b>          SORAYA T. FACULO  <b>Vice-Chairperson:</b>          SAMUEL T. EGSAEN  <b>Members:</b></p>	<ol style="list-style-type: none"> <li>1. Coordinate with the Local Government Units (LGUs), Local Social Welfare and Development Office (LSWDO), Non-Government Organizations (NGOs), faith-based organizations, Multi-Disciplinary</li> </ol>



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<p>RM No. 298. 2020</p>	<p>JERRY C. YMSON NORA D. DALAPNAS ATTY. ANNETTE L. DOYAOEN ASUNSION C. SAGUID JOVELYN PETRA T. BALENTIN AUGIE PERL A. SIMANGAN ARLANI BUCCAT 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>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> <ol style="list-style-type: none"><li>2. Ensure the integration of these guidelines in the following activities such as, but not limited to:<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></li><li>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.</li><li>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 &amp; F of these guidelines). The required reports shall be reflected to the Legal Services Information System (LSIS).</li><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</li></ol>
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		<p>Protection Policy, and the Anti-Bullying Law.</p> <ol style="list-style-type: none"><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 personnel involved in the said committees are hereby directed to ensure the effective discharge of their respective functions.

4. For information, guidance, and compliance.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

OSDS/STF/nde