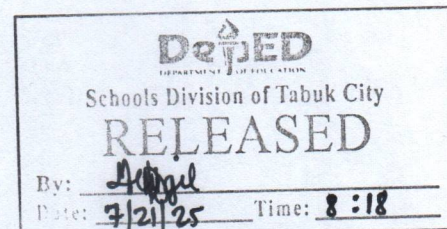




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

17 July 2025

**DIVISION MEMORANDUM**

No. 290 s. 2025

**RE-COMPOSITION OF DIVISION REVIEW AND EVALUATION COMMITTEE FOR THE ESTABLISHMENT, MERGING, CONVERSION, AND NAMING/ RENAMING OF PUBLIC SCHOOLS, SEPARATION OF PUBLIC SCHOOL ANNEXES; AND IMPLEMENTATION OF SENIOR HIGH SCHOOL PROGRAM IN PUBLIC SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. DepEd Order No. 40, s. 2014 defines the policy **guidelines on the establishment, merging, conversion, and naming/renaming of public schools, and separation of public school annexes in basic education**. This aims to streamline and synchronize the work processes to be undertaken.
2. Likewise, DO 51, s. 2015 **provides guidelines on the implementation of the senior high school (SHS) program in existing public junior high schools (JHSs) and Integrated Schools (ISs), establishment of stand-alone public SHSs, and conversion of existing public elementary and JHS into stand-alone SHSs**. These guidelines include the systems and procedures, as well as standards and criteria in the implementation of SHS in public schools regardless of Track and Strand offering.
3. For the purpose of streamlining a committee membership in carrying out the intents of the aforementioned issuances, there shall only be one Division Review and Evaluation Committee (DREC). Hence, the following shall compose the DREC with the School Management Monitoring and Evaluation (SMME) and Legal Officer as additional members, to wit:

**Chair** : - **Benedicta B. Gamatero PhD, CESO VI**  
Schools Division Superintendent

**Co-Chair** : - **Jan Nowel E. Peña**  
Assistant Schools Division Superintendent

**Members** : - **Sally P. Feken, Chief Education Supervisor - SGOD**  
- **Ramonchito A. Soriano, Chief Education Supervisor - CID**  
- **Dorothy S. Asingal, Administrative Officer V**  
- **Efren Y. Danag, Planning Officer III**







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- **Sixto D. Lang-ay, Accountant III**  
*Alternate: Welda Liezl P. Buslig, Budget Officer*
  - **Ringgo G. Sumedca, Division Legal Officer**
  - **Paul N. Palliso, Division Engineer**
  - **Kenneth A. Atiwag, SEPS-School Management Monitoring & Evaluation**
  - **Concerned Public Schools District Supervisor**
  - **Emmanuel C. Ubuan, Education Program Supervisor (for Senior High School level concern)**
  - **PTA Division Federation President**
- Secretariat : - **Deewaii B. Bagayao, SEPS-Planning & Research**  
- **Vincent B. Martinez, EPS II - School Management Monitoring & Evaluation**

4. Also, the **school head of the proponent-school** shall be invited as **resource person** during the committee meeting to answer all queries and clarifications from DREC members.
5. All DREC members shall function in accordance with the policies set in the aforesated DepEd Orders.
6. Immediate and widest dissemination of this order is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

For the authority of the  
Schools Division Superintendent

**JAN NOWEL E. PEÑA**  
Asst. Schools Division Superintendent

Encl: None

sgod/smme/kaa/DM-2025-DREC Composition  
July 17, 2025

