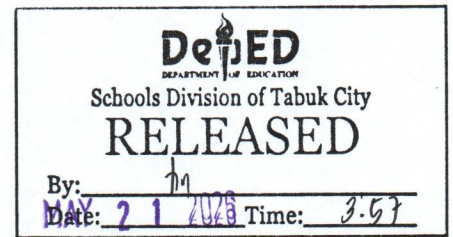




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
 Schools Division of Tabuk City



May 21, 2026

**DIVISION MEMORANDUM**  
 No. 236, s. 2026

**REORGANIZATION OF VARIOUS SCHOOLS DIVISION COMMITTEES**

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

- 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>BIDS AND AWARDS</b> Reference: Revised Implementing Rules and Regulations (IRR) of Republic Act 12009	<b>Chairperson:</b> GINADINE L. BALAGSO Asst. School Division Superintendent  <b>Vice Chairperson:</b> Emmanuel C. Ubuhan Education Program Supervisor  <b>Members:</b> FEDERICO C. FLORES Education Program Supervisor  FERDINAND A. MALAGYAB Education Program Supervisor  NICASIO C. SUMARITA Education Program Supervisor  CRESENCIA M. NA-OY Education Program Supervisor  ATTY. SANDY L. BASUNGIT Attorney III	<ol style="list-style-type: none"> <li>Recommend to the BAC the use of any of the modes of procurement as provided in Rule IV of this IRR;</li> <li>Publish or post the Invitation to Bid or Request for Expressions of Interest;</li> <li>Conduct pre-procurement and pre-bid conferences;</li> <li>Determine the eligibility of prospective bidders;</li> <li>Receive and open bids;</li> <li>Conduct the evaluation of bids;</li> <li>Undertake post-qualification proceedings;</li> <li>Resolve requests for reconsideration;</li> <li>Recommend award of contracts to the BAC or the duly authorized representative; Provided that in the event the BAC shall disapprove such</li> </ol>



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		<p>recommendation, such disapproval shall be based only on valid reasonable, and justifiable grounds to be expressed in writing, copy furnished the BAC;</p> <p>10. Recommend the imposition of sanctions in accordance with Rule XXI of this IRR;</p>
		<p>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</p> <p>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:</p> <ul style="list-style-type: none"> <li>i) Review of the Technical Specifications, Scope of Work</li> <li>ii) Short-listing of Consultants;</li> <li>iii) Eligibility Screening;</li> <li>iv) Evaluation of Bids;</li> <li>v) Post- Qualification; and</li> <li>vi) Resolution of Request for Reconsideration.</li> </ul>
<p><b>BAC TECHNICAL WORKING GROUP</b> Reference: Rule V, Section 12.1 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) 12009</p>	<p><b>1. Infra and or Civil Works</b> <b>Lead:</b> ENGR. PAUL PALLISO <b>Members:</b> DEEWAI B. BAGAYAO KENNETH A. ATIWAG</p> <p><b>2. Goods</b> <b>Lead:</b> ALLAN S. DUMALSIN <b>Members:</b> LOVELYN L. MUKAY WELDA LIEZL P. BUSLIG</p> <p><b>3. Consulting Services</b> <b>Lead:</b> CATHERINE M. BADONG</p>	<p>1. Assist the BAC in the following stages of procurement process:</p> <ul 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> </ul>



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	<p><b>Members:</b> MA. MEDEA C. VALLEJO DOROTHY S. ASINGAL</p> <p><b>4.Provisional Members</b> JOCELYN L. LOMENG HELEN B. ORAP</p> <p>End User/Implementing Unit Representative.</p>	<p>d. Eligibility Screening; e. Evaluation of Bids; f. Post-Qualification; and Resolution of Request for Reconsideration.</p>
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<p><b>BAC SECRETARIAT</b> Reference: Implementing Rules and Regulations (IRR) of Republic Act 12009</p>	<p><b>Head:</b> DAISY N. BUCAO</p> <p><b>Members:</b> MARK ANGELO L. SARNE RUCHELLE T. QUIMAO JESSICA T. POLIG</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 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 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> </ol>
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<p><b>INSPECTORATE TEAM/ INSPECTION OFFICERS</b></p> <p>Reference: DO No. 5 s. 2010, Implementing Rules and Regulations (IRR) of Republic Act 12009</p>	<p><b>Team Leader:</b> VINCENT B. MARTINEZ</p> <p><b>Members:</b> CHARITY B. BINOLOC CARMINA D. ALAY PROGRAM HOLDER</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 from (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>INSPECTORATE TEAM/INSPECTION OFFICERS</b></p>	<p><b>For goods and services</b></p> <p><b>Lead:</b> ALLAN S. DUMALSIN</p> <p><b>Members:</b> LOVELYN L. MUKAY WELDA LIEZL P. BUSLIG</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>HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD(HRMPSB)</b></p> <p>Reference: DO No. 019, s.2022;DO No.007, s.2023 ORA-OHRA</p>	<p><b>Chairperson:</b> GINADINE L. BALAGSO</p> <p><b>Members:</b> SALLY P. FEKEN AVELINA P. TRINIDAD NAPOLEON R. MUKAY</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> </ol>



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**A). School Administration,  
Related -Teaching & Non-  
Teaching Positions**  
DO. No. 19, s. 2022

CES RAMONCHITO A.  
SORIANO  
SIXTO D. LANG-AY JR.  
WELDA LIEZL P. BUSLIG  
DOROTHY S. ASINGA  
CATHERINE M. BADONG  
ATTY. SANDY BASUNGIT  
KEITH M. AMBATANG

**Secretariat:**  
JOSHUA REBANCOS  
ROSALINDA RAMIREZ

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;
  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;
  4. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary;
  5. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation;
  6. Maintain fairness and impartiality in the assessment of applicants;
  7. Respond to queries and/or complaints pertaining to the comparative assessment of applicants;
  8. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and
  9. Perform other related functions as may be assigned.
- 
1. Perform secretariat and technical support function to the HRMPSB in the conduct of assessment of applicants and final evaluation of candidates.



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**B. Teaching Position**  
(Section 17 of DepEd Order No. 21, s. 2024)

**Chairperson :**  
GINADINE L. BALAGSO

**Members:**  
RAMONCHITO A. SORIANO  
SCHOOL HEAD where the  
vacancy exists  
DOROTHY S. ASINGAL  
CATHERINE M. BADONG

REPRESENTATIVE OF THE  
ACCREDITED  
EMPLOYEES' UNION:  
**ROMAN D. ALOS**-  
Secondary Techer  
Association President  
**ANA MARIE B. BALILING** –  
Elementary Teachers  
Association President

**Secretariat:**  
JOSHUA REBANCOS  
ROSALINDA RAMIREZ

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.
- 
1. Assist the appointing authority in the judicious and objective selection of the candidates for appointment in accordance with their roles to include, but not limited to, the following:
    - a). Develop the System of Ranking Position (SRP) which shall be submitted for approval of the appointing authority, copy furnished the Civil Service Commission (CSC) and its field offices for purposes.
    - b). Recommend to the appointing authority the designation of sub-committee/s, as deemed necessary, to assist in the conduct of comparative assessment of applicants, and facilitate the evaluation process.
    - c). Evaluate and deliberate the qualifications of all applicants in accordance with this policy, the provision of the Omnibus Rules on Appointments and other Human Resource Actions (ORAOHRA), and relevant hiring guidelines.
    - d). Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions.
    - e). Develop and conduct further assessment such as written examination, skills test, Behavioral Events Interview (BEI), and others, as deemed necessary;



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		<p>f). Respond to queries and/or complaints pertaining to the comparative assessment; g). Perform other related functions as may be assigned.</p>
<p><b>PRAISE</b> Reference: DO No. 9, s. 2002</p>	<p><b>Chairperson:</b> GINADINE L. BALAGSO</p> <p><b>Vice Chairperson:</b> SALLY P. FEKEN</p> <p><b>Members:</b> RAMONCHITO SORIANO FEDERICO C. FLORES JR DOROTHY S. ASINGAL SIXTO D. ALNG-AY JR. HARRIET C. BUSLIG</p> <p><b>Secretariat:</b> SHAMGAR LOUIE N. CANDELARIO CATHERINE M. BADONG</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 budget for the system on an annual basis.</li> <li>5. Develop, produce, distribute a system policy manual and orient the employees on the same.</li> <li>6. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm.</li> <li>7. 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>8. Monitor and evaluate the System's implementation every year and make</li> </ol>



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		<p>essential improvements to ensure its suitability to the agency.</p> <p>9. Address issues relative to awards and incentives</p> <p>within fifteen (15) days from date of submission.</p>
<p><b>PERFORMANCE MANAGEMENT TEAM (PMT)</b> Reference: DO No. 2, s. 2015</p>	<p><b>Chairperson:</b> GINADINE L. BALAGSO</p> <p><b>Consultant:</b> CHRISTOPHER C, BENIGNO PhD, EdD, CESO VI</p> <p><b>Members:</b> EFREN Y. DANAG EMMANUEL C. UBUAN HENRY N. ALUNDAY DOROTHY S. ASINGAL NAPOLEON MUKAY AVELINA TRINIDAD SIXTO D. LANG-AY</p> <p><b>ANA MARIE B. BALILING</b> – Elementary Teachers Association President</p> <p><b>Secretariat:</b> CATHERINE M. BADONG JOSHUA REBANCOS</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 deliberation 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 grants of awards and incentives.</li> </ol> <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</li> </ol>



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		commitment and rating form.
<p><b>DIVISION PERSONNEL DEVELOPMENT/SCHOLARSHIP COMMITTEE</b></p>	<p><b>Consultant:</b> CHRISTOPHER C, BENIGNO PhD, EdD, CESO VI</p> <p><b>Chairman:</b> GINADINE L. BALAGSO</p> <p><b>Vice – Chairman:</b> SALLY P. FEKEN</p> <p><b>Members:</b> RAMONCHITO A. SORIANO DOROTHY S. ASINGAL ALLAN S. DUMALSIN WELDA P. BUSLIG HARRIET C. BUSLIG KENNETH A. ATIWAG</p> <p><b>Secretariat:</b> SHAMGAR LOUIE N. CANDELARIO VINCENT B. MARTINEZ CATHERINE M. BADONG</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-a 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 process 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</li> </ol>



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		<p>recommend appropriate action to the Head of Office.</p> <p>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.</p> <p>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.</p> <p>9. Coordinate with sponsoring agencies and facilitate the processing of scholarship-related requests.</p> <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 assessment to improve L&amp;D and scholarship programs.</p>
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		12. Perform other related functions as maybe authorized in support of DepEd human resource development and organizational effectiveness.
<b>SCHOOL DIVISION RESEARCH COMMITTEE (SDRC)</b> Reference: DO No. 16,2017	<b>SDRC Adviser:</b> CHRISTOPHER C, BENIGNO PhD, EdD, CESO VI  <b>SDRC Chair:</b> GINADINE L. BALAGSO  <b>Co-Chair:</b> SALLY P. FEKEN RAMONCHITO A. SORIANO  <b>Members:</b> EMMANUEL C. UBUAN CRESENCIA M. NA-OY THELMA B. GALICIA NICASIO C. SUMARITA MARIBEL M. BRAVO HELEN B. ORAP DODDIE MARIE L. DUCLAN JOSEFINA B. BALISONG MARIONETTE S. DOOMA ROMEL ALCANZARINE FEDERICO C. FLORES DEEWAI B. BAGAYAO	1. Approves research proposals and accepts research completion reports. - Recommend research proposal for approval and research completion reports for acceptance to the SDRC Adviser after passing evaluation and review by the SDRC Co-chairs and members.  - Reviews and endorsed to the SDRC Chair research papers related to (School) Governance and Operations, Child Protection, Human Resource Development, DRRM, Gender and Development. - Coordinates and collaborates with other SDRC
<b>SCHOOL DIVISION EVALUATION COMMITTEE</b> Reference: DO No. 83,2012	<b>Adviser:</b> CHRISTOPHER S. BENIGNO PhD,EdD,CESO VI  <b>Chairman:</b> GINADINE L. BALAGSO  <b>Members:</b> SALLY P. FEKEN RAMONCHITO A. SORIANO HARRIET C. BUSLIG KENNETH A. ATIWAG	1. Review the recommendations to schools for possible certification. 2. Provide TA to candidate schools. 3. Submit to RO a short-list of schools for regional certification.



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	<p><b>Secretariat:</b> SHAMGAR LOUIE N. CANDELARIO CATHERINE M. BADONG JAY-AR BALAHOY</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>DIVISION CHILD PROTECTION COMMITTEE (DCPC)</b> Reference: DO No. 148, s. 2026</p>	<p><b>Chairperson:</b> SALLY P. FEKEN</p> <p><b>Vice- Chairperson:</b> FEDERICO C. FLORES JR.</p> <p><b>Legal Consultant of the DCPC:</b> ATTY. SANDY L. BASUNGIT</p>	<ol style="list-style-type: none"> <li>1. Provide legal advice and guidance to the DCPC on cases involving child protection.</li> <li>2. Review documents, reports, and recommendations for legal soundness</li> <li>3. Assist in the conduct of investigations involving child rights violations.</li> <li>4. Ensure compliance with legal procedures, due process and applicable laws (e.g., RA 7610, Child Protection Policy).</li> <li>5. Coordinate with external legal bodies and agencies when necessary.</li> </ol>
	<p><b>Assistant LRP Focals:</b> DAISY MAY M. BUCAO ALLAN R. GALANZA</p> <p><b>Members:</b> DEEWAI B. BAGAYAO NICASIO C. SUMARITA JR. ZHIA KATE B. BATUYONG MUCKTON G. AYYANG</p> <p><b>Secretariat:</b> DEEWAI B. BAGAYAO</p>	<ol style="list-style-type: none"> <li>1. Assist in coordinating and monitoring Learner Rights and Protection (LRP) activities of the Division.</li> <li>2. Support the DCPC in the data gathering, documentation, and preparation or required reports.</li> <li>3. Aid in the implementation of child-protection programs, interventions, and advocacy activities.</li> </ol>



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		5. communication with schools and stakeholders.
<p><b>DIVISION REVIEW AND EVALUATION COMMITTEE (DREC)</b>  Reference :  DO No. 40,s. 2024  DO No. 51,s. 2015  DO No. 147, s. 2026</p>	<p><b>Chair :</b>  CHRISTOPHER S. BENIGNO PhD, EdD,CESO VI</p> <p><b>Co-Chair:</b>  GINADINE L. BALAGSO</p> <p><b>Members:</b>  SALLY P. FEKEN  RAMONCHITO NA. SORIANO  DOROTHY S. ASINGAL  EFREN Y. DANAG  SIXTO D. LANG-AY  ATTY. SANDLY L. BASUNGIT  ENGR. PAUL N. PALLISO  KENNETH A. ATIWAG  PSDS  EMMANUEL C. UBUAN  PTA DIVISION  FEDERATION PRESIDENT</p> <p><b>Secretariat:</b>  DEEWAI B. BAGAYAO  VINCENT B. MARTINEZ  SHAMGAR LOUIE N. CANDELARIO</p>	<ol style="list-style-type: none"> <li>1. Conduct a thorough review of proposals submitted by schools or community stakeholders regarding the establishment, merging conversion, separation of annexes, and naming/renaming o public schools.</li> <li>2. Ensures that all required documents (like land titles, school site location maps, school development plans, and learners population data, among others) are submitted and compliant with quality standards regarding establishment, separation of annexes, merging, conversion, or naming/renaming.</li> <li>3. Evaluates the viability of separating school annexes from mother schools, ensuring the new school can operate independently.</li> <li>4. Ensures all documentary requirements and evaluations are completed within the designated timelines.</li> </ol>

2. All personnel involved in the said committees are hereby directed to ensure the effective discharge of their respective functions.
3. For information, guidance, and compliance.

  
**CHRISTOPHER S. BENIGNO PhD, EdD,CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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