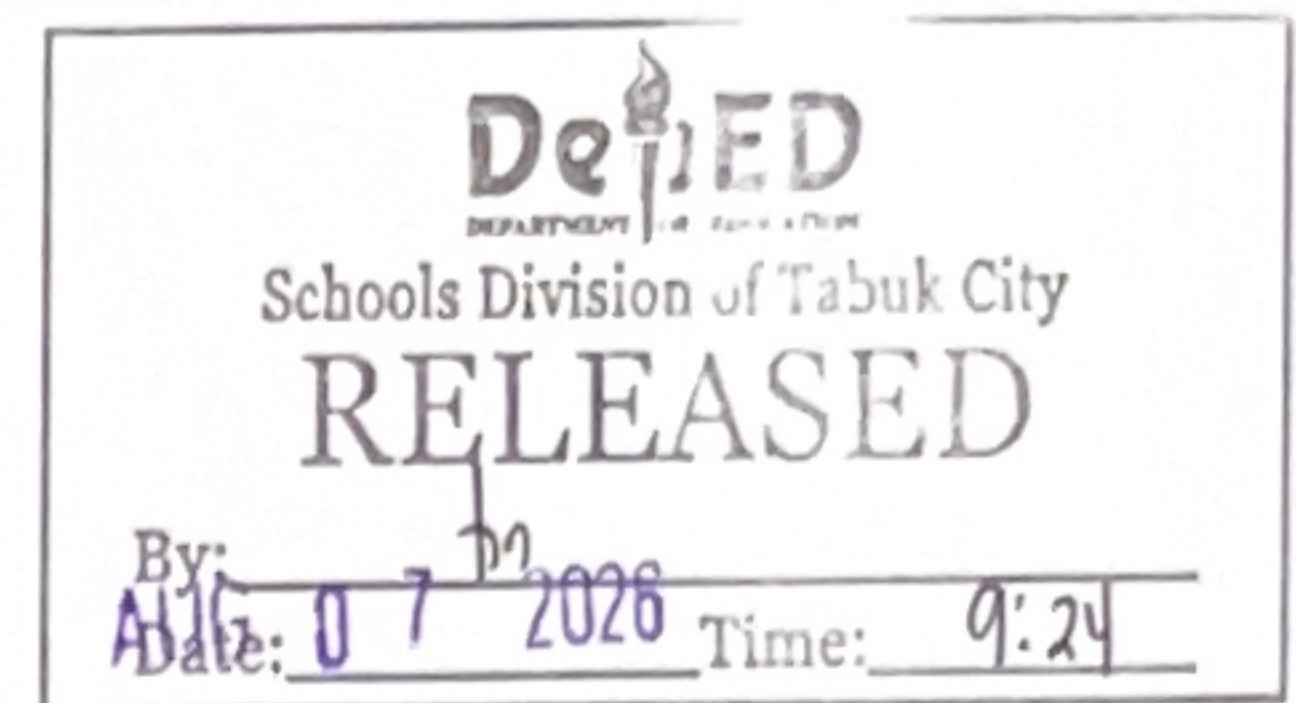




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



August 7, 2026

**DIVISION MEMORANDUM**  
No. **356** s. 2026

**COMPOSITION OF THE DIVISION POLICY REVIEW COMMITTEE (DPRC)**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Unit/Section Heads  
Program Owners  
All Others Concerned

1. Pursuant to Regional Memorandum No. 543, s. 2026 and Regional Memorandum No. 290, s. 2026, the Schools Division Office of Tabuk City hereby constitutes its Division Policy Review Committee (DPRC).

2. The DPRC shall facilitate the systematic gathering of feedback on existing DepEd policies and oversee the review of proposed or contextualized division guidelines. It shall ensure that recommendations are evidence-based, aligned with national and regional mandates, and responsive to local implementation conditions.

3. The following personnel are designated as members of the DPRC:

| Name                                     | Position / Designation                    | DPRC Role         | Corresponding Roles and Functions                                                                                                                                                     |
|------------------------------------------|-------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CHRISTOPHER C. BENIGO, PhD, EdD, CESO VI | OIC-Schools Division Superintendent       | Policy Consultant | Provides guidance; approves activities; acts on committee recommendations; endorses policy assessment results, policy briefs, recommendations, and guidelines to the Regional Office. |
| GINADINE L. BALAGSO                      | Assistant Schools Division Superintendent | Chairperson       | Chairs meetings; directs committee activities; manages and facilitates review of guidelines; supports creation and continuing operation of the DPRC.                                  |



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



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

| Name                             | Position / Designation                                  | DPRC Role                | Corresponding Roles and Functions                                                                                                           |
|----------------------------------|---------------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| SALLY P. FEKEN                   | Chief Education Supervisor, SGOD                        | Vice-Chairperson         | Acts for the Chairperson when authorized; manages policy assessments and feedback gathering; facilitates review of proposed guidelines.     |
| RAMONCHITO A. SORIANO            | Chief Education Supervisor, CID                         | Member                   | Leads review of policies and guidelines on curriculum management, instruction, learning resources, and education assessment.                |
| DOROTHY S. ASINGAL               | Administrative Officer V / Administrative Services Head | Member                   | Leads review of policies on assets, general services, procurement, cash, compensation and benefits, records, and human resource management. |
| CATHERINE M. BADONG              | Administrative Officer IV / Personnel Officer           | Member                   | Leads review of employee relations, performance management, recruitment, selection, placement, and induction policies.                      |
| ALLAN S. DUMALSIN                | Information Technology Officer / ICT Coordinator        | Member                   | Leads review of ICT management, ICT solutions, data systems, and technology infrastructure policies.                                        |
| ATTY. SANDY L. BASUNGIT          | Legal Officer / Designated Legal Focal Person           | Member                   | Provides legal review of proposed issuances and agreements; supports review of complaints, child protection, and school-site legal matters. |
| DEEWAI B. BAGAYAO                | Division Information Officer                            | Member                   | Leads review of communication planning, information management, and dissemination policies.                                                 |
| SIXTO D. LANG-AY JR.             | Accountant III / Finance Representative                 | Member                   | Leads review of financial management policies covering budget, accounting, cash, and employee accounts.                                     |
| CRESENCIA M. NA-OY- SNED and SCP | Program Owner(s) concerned                              | Member(s), as applicable | Presents policy feedback or proposed guidelines; provides evidence; integrates committee                                                    |



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
**Website:** <https://www.depedtabukcity.com>





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

| Name                                                                    | Position / Designation | DPRC Role | Corresponding Roles and Functions                        |
|-------------------------------------------------------------------------|------------------------|-----------|----------------------------------------------------------|
| GEMMALINE C. BUMANGLAG- Flexible Learning Program (ADM)                 |                        |           | recommendations; supports implementation and monitoring. |
| NICASIO C. SUMARITA Jr.- Multigrade Program                             |                        |           |                                                          |
| THELMA B. GALICIA- ALIVE (Madrasah)                                     |                        |           |                                                          |
| MARIBEL M. BRAVO- ARAL, PhilIRI, ELLN, Reading Program, SCP, Journalism |                        |           |                                                          |
| HELEN B. ORAP- Learning Resource Management and Development             |                        |           |                                                          |
| JOSEFINA B. BALISONG- SHS- TVL and JDVP                                 |                        |           |                                                          |
| EMMANUEL UBUAN- SHS Division Focal, Assessment                          |                        |           |                                                          |
| DODDIE MARIE L. DUCLAN- GAD and Guidance Program, Journalism            |                        |           |                                                          |
| ROMMEL A. ALCANZARIN- IPEd                                              |                        |           |                                                          |



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>



DepEd Tayo Tabuk City



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

| Name                                                       | Position / Designation | DPRC Role | Corresponding Roles and Functions |
|------------------------------------------------------------|------------------------|-----------|-----------------------------------|
| EMILY B. LANGKIT- IPed                                     |                        |           |                                   |
| MARIONETTE S. DOOMA- ALS, Kindergarten                     |                        |           |                                   |
| CORAZON G. BRAVO- Assessment                               |                        |           |                                   |
| ALLAN S. DUMALSIN- ICT                                     |                        |           |                                   |
| Atty. SANDY L. BASUNGIT- Legal, School Lot Titling         |                        |           |                                   |
| FEDERICO C. FLORES Jr.- Sports                             |                        |           |                                   |
| MENCHIE P. GAMONGAN- DRRM                                  |                        |           |                                   |
| Engr. PAUL PALLISO- Physical Facilities                    |                        |           |                                   |
| ROMEO B. AGAGON- Brigada Eskwela, Partnership              |                        |           |                                   |
| DEEWAI B. BAGAYAO- Research, Learner Rights and Protection |                        |           |                                   |
| Dr. RODOLFO NIONES Jr. – Medical, Dental                   |                        |           |                                   |



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



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

| Name                                                                                                                                                                                                                                                                                                                                                                 | Position / Designation                                                     | DPRC Role                             | Corresponding Roles and Functions                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| and Nursing Services<br><br>RUSSELLE<br>NGAO-I- School-Based Feeding Program<br><br>MALEE KAYE<br>ALBERT- National Drug Education Program<br><br>SHIRLEY<br>SARMIENTO- Mental Health Program<br><br>CLAIRE<br>DAMIAN- Adolescent Reproductive Health<br><br>JANICE<br>MANGAOANG- Nutrition<br><br>Dr. JETH RENZ<br>OGGANG- WinS<br><br>Dr. Kathleen<br>Tagubat- WinS |                                                                            |                                       |                                                                                                                                                                                             |
| Deewaii B. Bagayao                                                                                                                                                                                                                                                                                                                                                   | Senior Education Program Specialist – Research, SGOD-Planning and Research | Secretariat / Policy Feedback Focal   | Consolidates policy assessment results; schedules quarterly feedback gathering; prepares memoranda and logistics; coordinates endorsement and submission; files and secures policy records. |
| Kenneth A. Atiwag                                                                                                                                                                                                                                                                                                                                                    | Senior Education Program Specialist – SMME /                               | Secretariat / Guidelines Review Focal | Receives proposed guidelines; schedules review; coordinates endorsement and approval; ensures submission to the                                                                             |



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
**Website:** <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City



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

| Name                | Position / Designation                                         | DPRC Role   | Corresponding Roles and Functions                                                                                            |
|---------------------|----------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------|
|                     | Designated Guidelines Focal                                    |             | Regional Office; sets quarterly review meetings.                                                                             |
| Vincent B. Martinez | Education Program Specialist II / Designated Secretariat Staff | Secretariat | Documents proceedings and minutes; records agreements and recommendations; prepares and submits activity completion reports. |

4. All DPRC members shall review documents before the scheduled deliberation, provide written and oral comments, participate in deriving recommendations, recheck enhanced proposals, and affix signatures for endorsement to the Schools Division Superintendent.
5. The DPRC shall meet quarterly, or as necessary. Copies of proposed guidelines shall be furnished to members at least three (3) days before review. The proponent shall be allowed at least ten (10) working days to integrate committee recommendations before resubmission.
6. The SGOD-Planning and Research shall coordinate the quarterly policy feedback process and the timely submission of endorsed outputs to the DepEd-CAR Policy Planning and Research Division.
7. This Memorandum shall take effect immediately and shall remain in force until amended, superseded, or rescinded.
8. Immediate dissemination of and strict compliance with this Memorandum are directed.

**CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

