

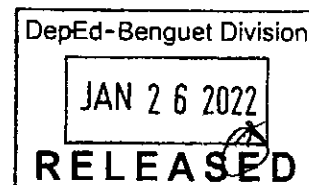


Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

25 January 2022

**DIVISION MEMORANDUM**  
 NO. 027 s. 2022

TO: Chief SGOD and CID  
 Public Schools District Supervisors and Coordinating Principals  
 All School Heads and Division Office Personnel  
 All Others Concerned



**COMPOSITION OF SDO- BENGUET FIELD TECHNICAL ASSISTANCE TEAM CY 2022**

1. To further strengthen the collaboration among functional units of the division to provide technical assistance in addressing issues and concerns of schools and community learning centers, the Schools Division of Benguet reconstituted the Division Field and Technical Assistance Team (DFTAT), CY 2022. They are:

- Chairperson: GLORIA B. BUYA-AO, *Schools Division Superintendent*  
 Vice-Chairperson: CARMEL F. MERIS, *OIC- Assistant Schools Division Superintendent*  
 Coordinator: LUCIO B. ALAWAS, *CES, SGOD*  
 RIZALYN A. GUZNIAN, *CES, CID*

TEAM LEADER	Alternate	COMMITTEES/ AREAS OF CONCERN	ROLES/ FUNCTIONS/ TERMS OF REFERENCE
Rizalyn A. Guznian, EdD <i>Chief Education Supervisor - CID</i>	EPS Assigned as Officer In-Charge for the Month	Curriculum Management	Provide strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization, and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources.
Sonia D. Dupagan <i>Education Program Supervisor, LRMS</i>	Antionette D. Sacyang, <i>PDO II-LRMS</i>	LRDMS	Provide technical basis for assessing, acquiring, adapting, developing, producing and distributing quality learning and teaching resource materials for students and instructional support materials for teachers.
Lucio B. Alawas <i>Chief Education Supervisor - CID</i>	Cesar B. Lumaang, <i>Education Program Supervisor</i>	SGOD Matters	Strengthen Schools and Learning Centers' capacity to create a conducive environment for the teaching-learning process to take place, provide for the holistic development of learners, and ensure their readiness to learn through timely planning, mobilization, and equitable distribution of sufficient resources, development of the human resource, provision of technical assistance and building of strong partnership with stakeholders for increased support and resources for the effective and efficient



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet





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			implementation of sustainable programs, projects and services towards increasing access and enhancing the delivery of quality basic education.
Xylene Grail D. Kinomis <i>Senior Education Program Specialist</i>	Human Resource Management and Development		Provide technical supports in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the Schools Division Office through the TA teams to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.
Elvernice S. Fanged <i>Education Program Specialist II</i>			Provide technical assistance in preparing the HR strategic and operational plans of schools and learning centers and the division office units.
Arvin M. Doman <i>Senior Education Program Specialist</i>	Social Mobilization and Networking		Ensure the provision of adequate resources to schools and learning centers by strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources, and providing technical assistance to support special programs and projects towards increasing access and enhancing the delivery of quality basic education
Lorna M. Yaco <i>Education Program Specialist II</i>			
Nerissa I. Barbosa <i>Project Development Officer II</i>	DRRM		Identify, assess and manage the hazards, vulnerabilities and risks that may occur in the workplace. Identify and implement cost-effective risk reduction measures and or strategies. Disseminate information and raise public awareness about hazards, vulnerabilities, and risks.
Dra. Kirsty A. Depnag <i>Medical Officer III</i>	School Health and Nutrition		Promote and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs. Provides supervisory functions to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishes viable and sustainable linkages with educational partners and stakeholders.
Engr. Melba N. Himmoldang <i>Engineer III</i>	Physical Facilities		Provide services to ensure structurally and physically safe buildings, grounds, and facilities for the Division Office, schools, and learning centers to maintain a conducive physical environment.
Stephen P. Bulalin <i>Senior Education Program Specialist</i>	Research, Innovation		Facilitate the formulation and implementation of education plans, standards, policies, and guidelines in basic education in the division. Develops and maintains Division Education Planning and Data Management Systems and conduct research studies to provide critical inputs as bases for management's strategic and operational decisions.
Jeanette I. Kiong <i>Planning Officer III</i>			
Kenneth W. Kecho <i>Cliftone Bangse-il</i>	Youth Formation		Coordinate and implement the mandated programs, projects and activities on youth formation.



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	<i>Project Development Officers I</i>		
	Corazon C. Quipot <i>Senior Education Program Specialist</i>	School Management Monitoring and Evaluation	Ensure quality management systems implementation in schools and Learning Centers and adherence to standards and policies through provision of timely technical assistance towards effective and efficient school management planning, delivery of basic education programs and services, and assessment of their progress in achieving the educational outcome.
	Joven B. Agtani <i>Education Program Specialist II</i>		
Glenn N. Duguis <i>Administrative Officer V</i>		Administrative Matters	Provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the school's division office towards enabling schools and learning centers provide accessible and quality and basic education.
	Susan CJ Dawang <i>Administrative Officer IV</i>	Personnel Matters	Address the concerns/ issues of DepEd personnel on personnel matters such as service records, appointment, retirement, ERF, reclass, transfer, application for leave, permission to travel (number of days and status)
	Florabel C. Balanon <i>Administrative Officer IV</i>	Assess Management System	Assist the DepEd personnel in issues on properties, plant, and equipment such as disposal, maintenance
		General Services	Assist the DepEd personnel in providing necessary information for effective performance of the personnel in security, facilities, and maintenance
		Records Services	Assist the DepEd personnel in the establishment, implementation, and maintenance of a systematic and scientific records management cycles such as classification, filing, maintenance, and disposal of documents
	Joyce B. Gavino <i>Administrative Officer IV</i>	Cash	Assist the DepEd personnel in ensuring efficient cash collection and receipt, judicious utilization/disbursement of fund; preparation and submission of financial reports based on updated government forms
Eric B. Wanson <i>Information and Communication Technology Officer I</i>		ICT	Address the issues/needs/concerns of the Division Office and schools in the management of ICT
Florinda C. Pagoy <i>Accountant III</i>	Florabel E. Buclay <i>Administrative Officer V – Budget</i>	Budget and Finance	Responsible for management of the organization's cash flow and ensuring that enough funds are available to meet the financial needs of the SDO and schools.
Atty. Nover B. Singgangan <i>Legal Officer III</i>		Legal Matters	Provide legal guidance, draft actions/endorsement on complaints and letters, evaluate complaints and conducts preliminary and formal investigations in administrative cases filed against teaching personnel



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			and prepare decisions and resolutions on administrative cases, prepare or review contracts, MOAs/MOUs, represents the division in court cases and provide technical assistance to schools as regards legal services
<i>Reference: RM Memo No. 20 s. 2022 re: Composition of the Regional Field and Technical Assistance Team (RFTAT)</i>			

2. Full cooperation of all concerned is desired to ensure the success of these undertakings.
3. Immediate and widest dissemination of this memorandum is desired.

  
**GLORIA B. BUYA-AO**  
 Schools Division Superintendent

*sgod/ smme*

