




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**



**DIVISION MEMORANDUM NO. 148, S. 2020**

**Date:** August 5, 2020

**To:** Chief Education Supervisors (SGOD, CID)  
All Personnel  
All Public and Private Elementary and Secondary School Heads  
All Others Concerned

**From:**   
**BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

AUG 05 2020

**SUBJECT: Ancillary Duties of the OIC-Assistant Schools Division Superintendent**

1. In view of the installation of **MR. SAMUEL T. EGSAEN JR., EdD**, as the Officer-In-Charge, Office of the Assistant Schools Division Superintendent of the Schools Division Office of Benguet, he shall assume the following duties and responsibilities attached to his position effective immediately:
  - A. Chairperson of the following Committees:
    - 1) Division Review and Evaluation Committee (DREC),
    - 2) Division Research and Review Committee (DRRC),
    - 3) Human Resource Merit Promotion and Selection Board (HRMPSB),
    - 4) Division Performance Management Team (DPMT),
    - 5) Program on Awards and Incentives for Service Excellence Committee (PRAISE),
    - 6) Bids and Awards Committee (BAC),
    - 7) Grievance Committee, and
    - 8) Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)
  - B. Head of the Technical Working Group of SDO Benguet Gender and Development Focal Point System (GFPS); and
  - C. Overall Vice Chairperson of the Management Review Committee (MRC)
  - D. Certify expenses/cash advance necessary on downloading of School MOOE, payment for infrastructure projects and supplies amounting to P50,000 and above, payment for hazard pay and hardship post.
  - E. Approve application for leave of absence of teachers, non-teaching personnel from AO IV and below, nurses other related teaching personnel such as EPS II, YFP, PDO, Librarian and Guidance Counselors.
2. Dissemination of this Memorandum and cooperation of all concerned is earnestly sought.