

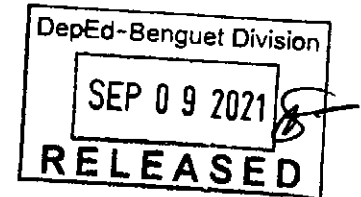


Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Benguet**

September 2, 2021

**DIVISION MEMORANDUM**

No. 359, S2021



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

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

1. In view of the installation of **MS. CARMEL F. MERIS**, as the Officer-In-Charge, Office of the Assistant Schools Division Superintendent of the Schools Division Office of Benguet, she shall assume the following duties and responsibilities attached to her 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)
2. Dissemination of this Memorandum and cooperation of all concerned for a best Benguet is earnestly sought.

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

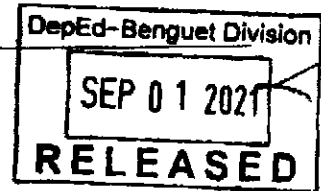


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Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



DIVISION MEMORANDUM

NO. 337, s. 2021

TO: Chief Education Supervisors (CID & SGOD)  
SDO Staff and Personnel (OSDS, CID, SGOD)  
Secondary and Elementary School Principals (Public and Private)  
Head Teachers/Teachers In Charge, Teachers and Non-Teaching

DATE: September 1, 2021

SUBJECT: ANNOUNCING THE DESIGNATION OF CARMEL F. MERIS, CHIEF  
EDUCATION SUPERVISOR AS OFFICER IN CHARGE, OFFICE OF THE  
ASSISTANT SCHOOLS DIVISION SUPERINTENDENT

1. In view of the reassignment of Mr. Samuel T. Egsaen Jr., Ed. D., OIC-Assistant Schools Division Superintendent to SDO-Abra, this Office announces the designation of MS. CARMEL F. MERIS, Chief Education Supervisor as Officer In Charge, Office of the Assistant Schools Division Superintendent effective September 1, 2021.
2. In this connection, please be informed that all communications submitted and other concerns pertaining to the Office of the Assistant Schools Division Superintendent shall be addressed, to wit:

CARMEL F. MERIS  
Chief Education Supervisor  
OIC-Assistant Schools Division Superintendent

3. The cooperation of all concerned in working together as a team and enhanced better SDO-Benguet with our new OIC-ASDS is earnestly sought.
4. For information and widest dissemination.

  
GLORIA B. BUYA-AO  
Schools Division Superintendent

OSDS/personnel/designation/farao



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