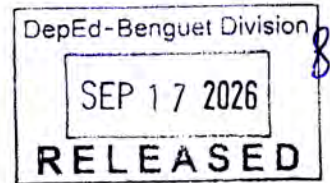




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BENGUET



15 June 2026

DIVISION MEMORANDUM

No. 375, s. 2026

REORGANIZATION OF THE SCHOOLS DIVISION COMMITTEES

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

1. In view of the designation of the Officer in Charge Assistant Schools Division Superintendent (OIC-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.
2. Enclosed is the complete list of reorganized compositions of the SDO Committees for your reference.
3. All personnel involved in the said committees are hereby directed to ensure the effective discharge of their respective functions.
4. For information, guidance, and compliance.

sgd

CARMEL F. MERIS
OIC- Schools Division Superintendent

REORGANIZED COMPOSITIONS OF THE SDO COMMITTEES

COMMITTEE	COMPOSITION	FUNCTIONS
PROCUREMENT PLANNING AND BUDGETING TEAM Reference: RA 12009 & its IRR	Chairperson: CARMEL F. MERIS Co-Chairperson: NOVER KEITHLEY S. MENTE Members: LUCIO B. ALAWAS ALADIN M. DOBINTO Section/Unit Head/Program Focal Person Secretariat: STEPHEN BULLALIN	1. Lead in the preparation of the work and financial plan (WFP), project procurement management plan (PPMP), specification of goods, market surveys and prices to ensure that standards for these goods are followed. 2. Conduct workshops in the preparation of WFP, PPMP, and other requirements needed in procurement.
PROCUREMENT IMPLEMENTATION TEAM (PrIT) Reference: RA 12009 & its IRR	Chairperson: CORAZON QUIPOT – SMME SEPS	1. Convene the Procurement Implementation Team to discuss the status of the project. 2. Act as conduit between the HOPE/BAC and the project recipients.
	Vice Chairperson: Chief/Section or Unit Head/ Program Owner Members: FLORABEL E. BUCLAY End User Concerned Inspection Team	1. Conduct regular meeting. 2. Monitor and evaluate the status of the project. 3. Receive and validate feedback from the End-users or other stakeholders. 4. Gather reports from the supplier/contractor. 5. Render technical expertise. 6. Submit status report to HOPE. 7. Issue certificate of project completion. 8. Perform duties and functions as stipulated in Annex D, E, F of the 201 Revised IRR of RA 9184
CONTRACT TERMINATION REVIEW COMMITTEE	Chairperson: NOVER SINGGANGAN JR Members: Chief/Section or Unit Head/ Program Owner Mahal M. Rifani	1. Receive and review the verified report submitted by the implementing unit which details the acts or causes which may constitute as ground for termination of government procurement contract; 2. Recommend the HOPE and facilitate the preparation of the

	Accounting Representative End User	and recommends payment/non-payment of the Supplier/Contractor. 4. Conduct post-delivery inspection prior to the issuance of Certificate of Final Acceptance. 5. Monitor the rectification of defective deliveries.
CANVASSERS for modes of procurement other than public bidding RA 12009 & its IRR	End User Representatives: 1. CID/OSDS/SGOD 2. BAC Sec/Procurement Unit 3. Asset Management Section	1. Conduct personal canvass of goods and other services based on the Request for Quotation (RFQ) from accredited suppliers with PhilGEPS Registration or duly registered with the Bureau of Internal Revenue, advise the suppliers to fill up the RFQ properly, and follow up Abstract of Canvass/Bid and other documents and ensure fast and timely processing.
DISPOSAL AND CONDEMNATION References: DO 56, s. 1997, EO 888 & 309, COA Circular	Chairperson: NOVER KEITHLEY S. MENTE Members per Category: Motor parts and accessories Stephen Bulalin Milton A. Gunaden Accounting Section Information and Technology Eric S. Wanson Asset Management Unit Accounting Section Office Equipment/ Other Equipment Asset Management Unit Accounting Section School Disposal and Appraisal Committee Learning Resources Antionette D. Sacyang Roxanne B. Mayomis	1. Conduct an actual ocular inspection of the property, equipment and materials to assess its physical condition. 2. Appraise the unserviceable property, equipment and materials. 3. Recommend to the Head of the Agency the mode of disposal as appropriate and deemed most advantageous to the government. 4. Inform the Commission on Audit (COA) date(s) of disposal of unserviceable properties and equipment; 5. Prepare necessary documents and reports. 6. To furnish the Commission on Audit (COA) disposal report.

	Accounting Section Asset Management Unit School Disposal and Appraisal Committee School Buildings and Furniture Melba Himmoldang Marcelino S. Baldo Accounting Section Asset Management Unit Medical and Dental Supplies and Equipment Mikee Lane A. Decaran Shodee D. Bolayo Accounting Section Asset Management Unit	
INVENTORY COMMITTEE References: COA Circular No. 80-124 COA Circular No. 2020-006	Chairperson NOVER KEITHLEY S. MENTE Members per Category Supplies, Materials, Transportation, Land, Buildings, Furnitures, and Office Equipment ERIKA T. SACPA FLORABEL C. BALANON MILTON A. GUNADEN HILL L. BINALIW ADAS I – BUDGET UNIT MELBA HIMMOLDANG Information Communications Technology ERIKA T. SACPA FLORABEL C. BALANON MILTON A. GUNADEN HILL L. BINALIW ADAS I – Budget Unit ERIC S. WANSON Learning Resource/Materials	1. Plan/Strategize on how to and complete the physical inventory 2. Prepare physical inventory plan (PIP) 3. Conduct the actual count, unit or measure of the object of inventory and write the name of its inventory item, property number, unit of measure and value, acquisition cost and date, to whom issued and location of the inventory items in the inventory form 4. Label the equipment with the property sticker 5. Compare and reconcile the results of the physical count with the asset management and accounting section records 6. Prepare the required Report on the Physical Count of Property, Plant and Equipment (RPCPPE) and Registry of Semi-Expendable Property Issued (RegSPI) 7. Ensure that all actions undertaken are properly documented 8. Assist/Monitor the conduct of the inventory of schools

	ERIKA T. SACPA FLORABEL C. BALANON MILTON A. GUNADEN HILL L. BINALIW ADAS I – Budget Unit ROXANNE B. MAYOMIS Medical and Dental Supplies/Equipment ERIKA T. SACPA FLORABEL C. BALANON MILTON A. GUNADEN HILL L. BINALIW ADAS I – Budget Unit ROSELLE KRISTINE D. WAGUIS	
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) Reference: DO No. 019, s. 2022; DO No. 007, s. 2023; DO 24 s.2025, DO 34 s. 2025 and ORA-OHRA	Chairperson: NOVER KEITHLEY S. MENTE Members: LUCIO B. ALAWAS MAHAL M. RIFANI MEL W. ALINGBAS School Head or Chief of Division or Unit Head where the vacancy exists DANIEL D. PEREDO, NAPSHI PRESIDENT District HRMPSB Lead: PSDS Assigned	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; 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, DO 007 s. 2023, DO 24 s.2025, DO 34 s.2025 and the provisions of the ORAOHRA, and relevant hiring guidelines; 4. Make a systematic assessment of the qualifications and competence of applicants for appointment to the vacant positions; 5. Develop and conduct further assessment such as written examination, skills test, BEI, and others, as deemed necessary; 6. Submit to the appointing officer/authority the CAR/CAR-RQA, highlighting the top five (5) ranking candidates or less, and Minutes of Deliberation; 7. Maintain fairness and impartiality in the assessment of applicants;

	Secretariat: CHARMAIGNE NONOG ADAS III -SDS Office AA VI -ASDS Office	8. Respond to queries and/or complaints pertaining to the comparative assessment results; 9. Recommend areas of improvement to the CO, through proper channels, on the recruitment, selection, and placement policies; and 10. 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; 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.
PRAISE Reference: MC No. 01 s.2001	Chairperson: NOVER KEITHLEY S. MENTER Vice Chairperson: LUCIO B. ALAWAS Members: MEL W. ALINGBAS MAHAL M. RIFANI FLORABEL E. BUCLAY XYLENE GRAIL KINOMIS MELVIN ALFREDO JOVEN AGTANI MARTY DION ESTACIO Secretariat: AA VI -ASDS Office LETICIA PANGKET	1. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct. 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. 3. Determine the forms of awards and incentives to be granted. 4. Monitor implementation of approved suggestions and ideas through . feedback and reports. 5. Prepare plans, identify resources and propose budget for the system on an . annual basis. 6. Develop, produce, distribute a system policy manual and orient the employees on the same. 7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm. 8. Submit an annual report on the awards and incentives system to

		the CSC on or before the thirtieth (30th) day of January. 9. Monitor and evaluate the System's implementation every year and make essential improvements to ensure its suitability to the agency. 10. Address issues relative to awards and incentives within fifteen (15) days from date of submission.
PERFORMANCE MANAGEMENT TEAM Reference: DO No. 2, s. 2015	Chairperson: NOVER KIETHLEY S. MENTE Members: JEANETTE I. KIONG MAHAL M. RIFANI FLORINDA C. PAGOY LUCIO B. ALAWAS MEL W. ALINGBAS DANIEL D. PEREDO (NAPSSHI) MARK L. BINAY-AN (PESPA) Secretariat: NERISSA I. BARBOSA JOVEN AGTANI	1. Adopt its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members. 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. 3. Recommends approval of the office performance commitment and rating to the Head of Agency. 4. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives. 1. Set consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
Division Personnel Development/ Scholarship Committee	Chairperson: NOVER KEITHLEY S. MENTE Vice-Chairperson: NERISSA I. BARBOSA Members: CORAZON C. QUIPOT XYLENE GRAIL D. KINOMIS MAHAL M. RIFANI PSDS of the district where the identified personnel are assigned EPS assigned to the learning area Secretariat: JOVEN B. AGTANI MEL W. ALINGBAS LETICIA PANGKET	1. Formulate and recommend internal policies, guidelines, and procedures consistent with existing DepEd issuances on the learning and development (L&D) of Division Office personnel. 2. Prepare and recommend for approval a comprehensive, needs-based, and competency-based L&D Plan aligned with organizational goals, strategic priorities, and applicable professional standards. 3. Coordinate, oversee, and monitor the implementation of the approved L&D Plan and ensure the provision of appropriate interventions addressing identified competency gaps of personnel and the organization. 4. Monitor and evaluate the progress and impact of L&D programs, interventions, and scholarship grants on personnel performance and organizational effectiveness.

		5. Assess, screen, and nominate qualified personnel for scholarships, training programs, and other L&D opportunities in accordance with existing DepEd policies and criteria set by sponsoring agencies. 6. Review applications for study leave and other L&D-related requests and recommend appropriate action to the Head of Office. 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. 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. 9. Coordinate with sponsoring agencies and facilitate the processing of scholarship-related requests such as deferment, withdrawal, or other concerns. 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. 11. Prepare and submit periodic and accomplishment reports to the Head of Office and other concerned offices, and conduct feedback mechanisms or assessments to improve L&D and scholarship programs. 12. Perform other related functions as may be authorized in support of DepEd human resource development and organizational effectiveness.
GAD Focal Point System Reference: DO 27, s. 2013	GFPS Head/Chairperson: CARMEL F. MERIS TWG Head: NOVER KEITHLEY S. MENTE Division GAD Coordinator: JENNIFER PINLAC TWG Members:	1. Approve GAD plans and budgets of the office and shall submit to the CO-GAD Focal Point Person, and spearhead the Implementation of the plan. 2. Lead in the gender mainstreaming in policies, plans and programs, projects and activities (PPAs) and in the assessment of gender responsiveness of systems, structures, policies, procedures and programs based on priority thrusts, needs and concerns of DepEd for its

	LUCIO B. ALAWAS ALADIN M. DOBINTO MAHAL M. RIFANI JEANETTE I. KIONG FLORINDA C. PAGOY FLORABEL E. BUCLAY SC & PWD Focal Person CORAZON C. QUIPOT	stakeholders, particularly students, teachers and employees. 3. Analyze programs and Projects using the Harmonized GAD' Guidelines for Programs and Projects to determine their gender sensitivity. 4. Recommend formulation/ revision of policies in advancing women's status and child protection. 5. Lead in the review and updating of sex disaggregated data for GAD database to serve as basis in performance-based gender responsive planning. 6. Implement advocacy activities, including the development of information, education and communication materials to ensure consciousness building and generating support for GAD. 7. Prepare GAD plans and budgets and accomplishment reports and ensure their timely submission to the Central Office (CO) CAD Focal Point Person (Attention: GAD Secretariat, Staff Development Division-Human Resource Development Service (SDD-HRDS), 2F Teodora Alonzo Bldg., DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City). 8. Ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget. 9. Recommend awards, recognition and other incentives (including performance-based bonus (PBB) to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel/teachers. 10. Build and strengthen partnership with all GAD Focal Point Persons in the Department, the Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), Department of Budget and Management (DBM), GAD-non-government
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	GFPS SECRETARIAT HEAD: SEPS/ EPS II HRD GFPS M&E: SEPS/EPS II - SMME	organizations (NGOs) and other Partners. 1. Coordinate GAD efforts of all offices/units. 2. Consolidate the proposed annual Senior Citizen and PWD Plan and Accomplishment. 3. Lead the gender audit and evaluation of all GAD PPAs. 1. Provide administrative support to the GFPS. 2. Document GAD activities and minutes of meeting. 3. Assist in the preparation of GAD Plan and accomplishment reports and in the conduct of GAD activities, programs and projects.
GRIEVANCE COMMITTEE (Division Level) Reference: DO No. 35, s. 2004	Chairperson: NOVER KIETHLEY S. MENTE Members: Administrative Officer V PSDS in-charge of the District NAPPSHI President for Secondary School concerns PESPA President for Elementary School concerns Secretariat: Selected among the members	1. Establish its own procedures and strategies. Membership in the grievance committee shall be considered part of the members' regular duties. 2. Develop and implement proactive measures or activities to prevent grievance such as an employee assembly which shall be conducted at least once every quarter, "talakayan", counseling and other HRD interventions. Minutes of the proceedings of these activities shall be documented for audit purposes. 3. Conduct continuing information drive on the Grievance Machinery among officials and employees. 4. Conduct dialogue between and among the parties involved. 5. Direct the documentation of the grievance including the preparation and signing of written agreements required by the parties involved. 6. Issue final certification on the Final Action on the Grievance (CFAG) which shall contain, among other things, the history and final action taken by the agency on the grievance. 7. Submit a quarterly report of its accomplishments and status of unresolved grievances to the Civil Service Commission Regional Office concerned.
DIVISION REVIEW AND EVALUATION COMMITTEE	Chairperson: NOVER KEITHLEY S. MENTE Co-Chairpersons:	1. Provide directions on research initiatives through the national and local Basic Education Research Agenda, and other identifies priority research areas in the division.

	LUCIO B. ALAWAS Members: STEPHEN BULLALIN (Planning & Research) BY INVITATION: Focal person of concerned division/learning area/section/program Adviser: CARMEL F. MERIS	2. Evaluate and approve research proposals and other related research initiatives from the schools and community learning centers to be funded under BERF. 3. Evaluate and approve research proposals and other related research initiatives within the school's division to be funded by other fund resources. 4. Forge partnerships with academic and research institutions, government agencies, and other DepEd offices on education research initiatives and projects. 5. Prepare and submit reports to the RRC on all research initiatives conducted in the division from all sources. 6. Resolve emerging issues on the management and conduct of research. 7. Ensure that cost estimates fall under the existing accounting and auditing rules and regulations. 8. Endorse approved school level proposals to the Regional Office for confirmation and release of funds under BERF.
PTA AFFAIRS COMMITTEE Reference: DO No. 13, s. 2022	Chairperson: NOVER KEITHLEY S. MENTE Members: NAPSSHI President (Secondary) PESPA President (Elementary) FPTA-BOD Chairperson Division Federation of Supreme Pupil Government President, or Supreme Student Government President Secretariat: ARVIN M. DOMAN	1. Monitor the activities of the PTAs and their compliance with reports and other requirements. 2. Arbitrate disputes and settle matters that may be submitted to it for resolution especially on PTA representation issue. 1. Organize/Facilitate PTA meetings, consultations, trainings, and conferences.