



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

DIVISION MEMORANDUM

No. 696 s. 2023

DATE : November 23, 2023

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : JUDELLA R. LUMPAS EdD, CESO V
per S.O. 243, s. 2023
Schools Division Superintendent

SUBJECT : COMPOSITION AND DESIGNATION OF DIVISION TECHNICAL REVIEW & ADVISORY
COMMITTEE ON DETERMINING SCHOOLS WITH EXCESS TEACHERS AND TEACHERS'
REASSIGNMENT TO SCHOOLS WITH TEACHER-NEEDS

1. This Office announces the composition and designation of Division Technical Review and Advisory Committee to primarily determine schools with excess teachers and recommends teacher's reassignment in the Schools Division of Tacloban City to schools with teacher-needs to wit:

a. THE TOP MANAGEMENT

- Dr. Judella R. Lumpas - Schools Division Superintendent
- Dr. Jaime Leon T. Cardona - Asst. Schools Division Superintendent
- Dr. Melani D. Escobarte - SGOD Chief
- Mr. Mark Chester Anthony G. Tamayo - CID Chief

b. DIVISION TECHNICAL REVIEW & ADVISORY COMMITTEE

- Mr. Jade B. Calleja - SEPS, PRS
- Mr. Angelo V. Alcaraz - Planning Officer III
- Atty Ma. Socorro T. Pancipanci - Legal Officer
- Engr. Rafael S. Lanza - Division Engineer
- Engr. Regine Montes - Engineer I - CO
- Mr. Donald Jake Superable - Records Officer
- Mr. Mardonio Macapugas - HRM Officer
- Mrs. Naisy Brosas - AO II, HRMO
- Ms. Ma. Liza Delfin - ADA II, HRMO

c. SCHOOL LEVEL COMMITTEE

- Concerned PSDS of the identified school
- Concerned School Head of the school
- Concerned AO II of the identified school

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Date: 11/28/23
Time: 2:42 PM
Initials: [Signature]



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2. The Terms of Reference of the different committees are as follows:
 - a. **THE TOP MANAGEMENT**
 - Over-all steering committee to ensure the implementation of the general plan and end results of the entire process flow.
 - Provides over-all guidance to the committees.
 - Approves recommendations for appropriate action based on the merit of the proposals.
 - b. **DIVISION TECHNICAL REVIEW & ADVISORY COMMITTEE**
 - Prepares general plans or process action to undertake the objective of the committee for presentation, enhancements, and approval of the Top Management.
 - Undertake the implementation process as defined in the scope of the tasks specifically assigned to.
 - Conducts on-site school assessment and validation.
 - Spearheads Focused Group Discussion with the School Level Committee as defined in this Division Memorandum.
 - Recommends to the Top Management the technical review and results of the on-site assessment and validation for appropriate action.
 - c. **SCHOOL LEVEL COMMITTEE**
 - Chaired by the PSDS concerned and Co-Chaired by the School Head.
 - Provides pertinent information relative to the data sets needed for the enrollment, number of teachers, number of classrooms, their standard sizes and functionality.
 - Coordinates with the Division Composite Team relative to the Technical Review and Assessment and the conduct of FGD.
 - Assists the Division Technical Review and Advisory Committee in the finalization of the recommendation for Top Management's approval.
 - Concurs the recommendation made by the division technical review and advisory committee.
 - Ensures the implementation of the said recommendation as defined in the Order.
3. The Division Technical Review and Advisory Committee shall set dates for their initial coordination meeting with the members of the committees and shall invite the Top Management during that meeting and likewise, set separate schedule for all the schools to be assessed and determined on teacher need (with excess or lacking teachers) where that specific schools identified with excess teachers and lacking teachers.
4. Travel Authority of the designated members of the Division Technical Review and Advisory Committee will be prepared by the Planning and Research Section (PRS).
5. Expenses incurred in the conduct of this activity shall be charged to Division/School MOOE/Local Funds subject to procurement, accounting and auditing rules and regulations.
6. For information, guidance, and compliance of all concerned.