



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

March 15, 2024

DIVISION MEMORANDUM  
No. 92, s. 2024

RECONSTITUTION OF THE DIVISION PLANNING TEAM (DPT)

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID, SGOD and OSDS Unit Heads/Staff  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 278 s. 2024 dated March 1, 2024 on the Reconstitution of the DepEd Region V Regional Planning Team (RPT), this Office hereby announces the Reconstitution of the Division Planning Team (DPT) to ensure representation and maximum participation of all functional units and relevant stakeholders in the Division’s Strategic Planning Process, and full implementation of the Planning and Budget Strategy Policy, viz:

Chair	<b>SUSAN S. COLLANO CESO V</b> Schools Division Superintendent
Co-Chair	<b>FERNANDO C. MACARAIG</b> Assistant Schools Div. Superintendent
MEMBERS	<b>ANNA LIZA P. ABULOC</b> Chief Education Supervisor, CID
	<b>MICHAEL A. DEL ROSARIO</b> OIC, Chief Education Supervisor, SGOD
	<b>MARY ANN B. ROSAURO</b> Administrative Officer V
	<b>JOBERT P. NARVADEZ</b> Education Program Supervisor, SGOD
<b>Optional Members: Technical Staff from Each Functional Division</b>	
1. Sheila Margarita P Durante – AO IV (HRMO) 2. Edna S. Porteria – AO IV (Cashier) 3. Dexter R. Tuy – AO IV (Records Officer) 4. Melita L. Canton – AO IV (Supply Officer) 5. Michael Noe B. Dizon – ITO 6. Salvacion T. Verona – AO V (Budget) 7. Mary Ann M. Encila – Accountant III 8. EPS representative – CID 9. PSDS Representative – CID 10. ALS EPS II representative – CID 11. Vilma B. Cueto – Senior Education Program Specialist (PRS) 12. Joseph M. Condено – Senior Education Program Specialist (HRD) 13. Maria Teresita R. Rentoy – OIC, Senior Education Program Specialist (SMME) 14. Joanne G. Sebastian – Medical Officer III 15. Junmar Rey B. Aguilar – Engineer III 16. Michelle A. Lo – Planning Officer III 17. Arturo A. Armea – Education Program Specialist II, SocMob	





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2. The major tasks of the DPT are as follows:
- lead the planning process by convening the members of the Team and Secretariat;
  - identify data requirements and initiate data collection;
  - conduct situational analysis;
  - draft strategic plan;
  - subject the draft plan to stakeholder consultations for review;
  - revise the plan based on the comments and inputs from the consultations; and
  - finalize and communicate the plan
3. The Technical Secretariat Team that shall participate and assist in the development planning process through: (1) preparation of complete staff work (historical data on KPIs, performance, projections, situation; (2) provide over-all technical and administrative support necessary for the Planning Team; and (3) ensure that all deliverables and agreements are acted upon and accomplished completely, accurately, and on time, is hereby organized as follows:

Chair	<b>MICHELLE A. LO</b> Planning Officer III
Co-Chair	<b>VILMA B. CUETO</b> Senior Education Program Specialist, PRS
MEMBERS	<b>JANET T. BARRIOS</b> Administrative Aide VI <b>JOY T. TAPAY</b> Administrative Aide III <b>SANSHINE R. REPOTENTE</b> Administrative Aide VI <b>Zarina O. Diaz</b> Administrative Assistant II

4. Expenses related to any activity to be conducted by the DPT shall be charged to local funds subject to the existing budgeting, accounting and auditing rules and regulations.
5. For wide dissemination, guidance and compliance.

  
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent