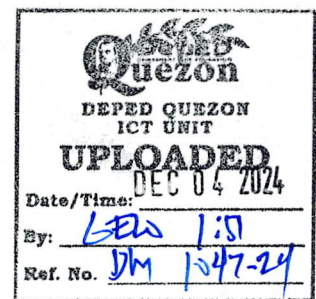




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



28 November 2024

**DIVISION MEMORANDUM**  
DM No. 1047 s. 2024

**CREATION OF ADHOC COMMITTEE IN THE PROCESSING OF STATUTORY AND  
REGULATORY REQUIREMENTS IN THE DEPARTMENT OF EDUCATION**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
All Others Concerned

1. An ad-hoc committee is a temporary, specialized group assembled to address a specific issue or task that falls outside the normal scope of an organization's regular operations. Unlike standing committees that have ongoing responsibilities, ad-hoc committees are formed on an as-needed basis to tackle a particular problem or project.
2. Members of the ad-hoc committee are typically selected for their relevant expertise, experience, or unique perspectives that can lend valuable insights to the task. Throughout the process, the ad-hoc committee must maintain open communication with stakeholders, keep leadership informed of their progress, and ensure their final recommendations are practical and actionable. In this way, ad-hoc committees allow organizations to nimbly respond to emerging challenges or capitalize on new opportunities, drawing upon specialized knowledge and skills as needed.
3. In view of this, the following are the Name and Designation of the Ad Hoc Committee:

**CHAIRPERSON**

**Rommel C. Bautista, CESO V**  
**Schools Division Superintendent**

**VICE-CHAIRPERSON**

**Venus T. Balmedina**  
**OIC- ASDS**

**LEGAL ADVISOR**

**Atty. Rexcia Maria B. Baldeo**  
**Legal Officer III**

**LAND MANAGEMENT OFFICER**

**George D. Aguila**  
**Administrative Officer IV/  
Property and Supply Officer II**

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(042) 784-0391, (042) 784-0321



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**INFRASTRUCTURE SPECIALIST**

**Engr. Ramir O. Arbolente**  
**Engineer III**

**ADMINISTRATIVE STAFF**

**Lorena S. Walangsumbat**  
**CID Chief**

**Maria Dolores D. Atienza**  
**Administrative Officer IV**

**SECRETARY**

**Carleen D. Aguila**  
**Legal Assistant**

4. Immediate and widest dissemination of this Memorandum is highly desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

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