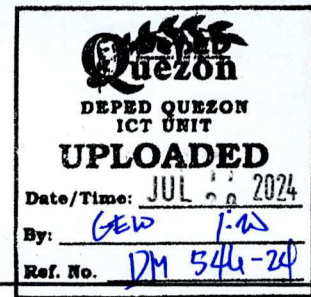




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



12 July 2024

DIVISION MEMORANDUM
 DM No. 544, s. 2024

COMPOSITION OF DIVISION PLANNING TEAM (DPT) FOR FY 2024

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division Personnel
 Division Planning Team Members
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. This Office announces the 2023 Composition of Division Planning Team.

Name	Position
Chairperson: Rommel C. Bautista, CESO V	Schools Division Superintendent
Co-Chairperson: Venus T. Balmedina	Assistant Schools Division Superintendent
Members:	
Roselyn Q. Golfo	Assistant Schools Division Superintendent
Joepi L. Falqueza	Assistant Schools Division Superintendent
Lorena S. Walangsumbat	Chief Education Program Supervisor, CID
Catherine A. Pureza	Budget Officer III
Oscar R. Duma Jr.	Senior Education Program Specialist, PAR
Marbin Jeramil D. Fragata <i>*Alternate: Rodelio C. Esmerna Jr</i>	Planning Officer III/ PMIS Focal Person <i>Administrative Officer II</i>
Juanito A. Merle	Quality Management Representative Education Program Supervisor

2. The DPT shall have the following functions and responsibilities:

- a. Develop the Division Education Development Plans (DEDP), programs and standards consistent with the national education policies, plans and standards;

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- b. Take responsibility of providing the division, districts and learning centers with economical, efficient and effective services relating to strategic and operational planning, program, projects and activities implementation and monitoring and evaluation;
 - c. Adopt internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representative in case of absence of DPT members.
3. Moreover, the DPT shall:
- a. Provide orientation seminars and technical assistance to schools and ensure their understanding on the Division and School Strategic Plans (DEDP/SIP) and conduct regular progress monitoring to address gaps, gains during the implementation (DO 44 s. 2015).
 - b. Manage the implementation of Program Management Information System and ensure that all activities/processes are being done in accordance to existing rules and regulations (DO 11, s. 2021)
4. Widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjdf07/12/2024

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