



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

**DIVISION MEMORANDUM**  
SGO-2023-100

To: Chief Education Supervisors  
Concerned SDO Sections  
Concerned School Heads  
All others concerned

From: **ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

For the SDS:

  
**GEORGANN G. CARIASO**  
Assistant Schools Division Superintendent

Date: May 3, 2023

Subject: **2<sup>nd</sup> QUARTER DIVISION POLICY REVIEW**

- To further improve the processes in this Schools Division, this Office will conduct the **2<sup>nd</sup> Quarter Division Policy Review** on **June 9, 2023 from 8:30 a.m. to 5:00 p.m.** at the Ivatan Conference Hall, SDO Batanes.
- The committee shall review the following guidelines for implementation or amendment:

Focus of Review	Responsible Person	Remarks
SDO Batanes Rewards and Recognition Manual	Glyza Mae Valiente, EPSp II	Second Review
ICT Use Policy for Learners	Araceli G. Puno, ITO I	Second Review
Policy Review on Monitoring of Implementation of Special Programs	Violeta B. Gasilao, CES-CID	First Review
Policy Guideline on Quality Workplace	Virginia A. Vinalay, AO V/ QWT Chair	First Review
Policy Guideline on the Implementation of Innovations	Miah Daphnie B. Buenafe, SEPS	For amendment/ First Review



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Doc Code:	<b>FM-ORD-003</b>	Rev:	<b>01</b>
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RI-05-23-017

DepEd SDO Batanes

**MAY 04 2023**

**RELEASED**  
BY:  TIME: 1:30

Records Management Program Guidelines	Sharon V. Gonzales, AO IV/ Records Officer	<i>First Review</i>
Contextualized Guidelines on Processing Complaints and Grievances	Arnulfo Anselm C. Hortiz, EPS/ Virginia A. Vinalay, AO V	<i>First Review</i>

3. Participants to this review are listed in *Enclosure 1*.
4. Expenses relative to this activity shall be charged against local funds subject to usual accounting and auditing rules and regulations.
5. For the information and guidance of all concerned.

SGOD/myn/gmv



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Enclosure 1 to the numbered Memorandum No. 100

**DIVISION POLICY REVIEW COMMITTEE**

No.	Name	Position	DPRC Designation
1	Alfredo B. Gumaru Jr. EdD, CESO V	Schools Division Superintendent	Adviser
2	Georgann G. Cariaso, CESO VI	Assistant Schools Division Superintendent	Adviser
3	Marcial Y. Noguera	Chief Education Supervisor, SGOD	Chair
4	Violeta B. Gasilao	Chief Education Supervisor, CID	Vice Chair
5	Glyza Mae Valiente	Division Research Coordinator	Member / Focal Person
6	Arnulfo Anselm C. Hortiz	Education Program Supervisor	Member
7	Evangeline D. Castillo	Education Program Supervisor	Regular Member
8	Virginia A. Vinalay	Administrative Officer V	Regular Member
9	Jemar T. Talosig	Accountant III	Regular Member
10	Oliver R. Cariaso	Planning Officer III	Regular Member
11	Miah Daphnie B. Buenafe	Senior Education Program Specialist	Regular Member
13	Ayrine C. Geronimo	Senior Education Program Specialist	Regular Member
14	Xantifa M. Noblejas	Dentist II	Regular Member
15	Jack James I. Delos Santos	Nurse II/ Nurse-in-Charge	Regular Member
16	Araceli G. Puño	Information Technology Officer I	Regular Member
17	Nelita B. Sebastian	School Principal I	On-Call Member
18	Carina H. Delos Santos	School Principal I	On-Call Member
19	Dencio G. Eriful	Project Development Officer I	Secretariat
20	Shirly L. Gutierrez	Administrative Assistant III	Secretariat



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Enclosure 2 to the numbered Memorandum No. 100

**ACTIVITY MATRIX**

<b>Agenda/Discussion/Activity</b>	<b>Responsible Person/Discussant</b>
Registration	Shirly L. Gutierrez, ADAS III
Preliminaries	
Checking of Attendance	Glyza Mae Valiente, EPSp II <i>Division Research Focal Person</i>
Call to Order and Statement of Purpose	Marcial Y. Noguera <i>Chair, DPRC</i>
<b>Agenda Inputs for the 1<sup>st</sup> Quarter Policy Review</b>	
Review of Policies/Guidelines	
1. SDO Batanes Rewards and Recognition Manual	Glyza Mae Valiente, EPSp II
2. ICT Use Policy for Learners	Araceli G. Puno, ITO I
3. Policy Review on Monitoring of Implementation of Special Programs	Violeta B. Gasilao, CES-CID
4. Policy Guideline on Quality Workplace	Virginia A. Vinalay, AO V/ QWT Chair
5. Policy Guideline on the Implementation of Innovations	Miah Daphnie B. Buenafe, SEPS
6. Records Management Program Guidelines	Sharon V. Gonzales, AO IV/ Records Officer
7. Contextualized Guidelines on Processing Complaints and Grievances	Arnulfo Anselm C. Hortiz, EPS/ Virginia A. Vinalay, AO V
Other Matters	Marcial Y. Noguera <i>Chair, DPRC</i>
Adjournment	Marcial Y. Noguera <i>Chair, DPRC</i>



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