



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

January 6, 2026

DIVISION MEMORANDUM

SGOD No. 004, S. 2026

**CREATION OF DIVISION TASK FORCE FOR THE ESTABLISHMENT OF
TACURONG NATIONAL HIGH SCHOOL EXTENSION AT BARANGAY NEW
CARMEN**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary School Heads
This Division

1. To address congestion of learners at Tacurong National High School, the Schools Division Office shall establish an extension school at Barangay New Carmen, City of Tacurong targeted to start on June 2026.
2. Aligned to the precepts of collaboration, partnership and unity, the undersigned hereby creates the Division Task Force to be composed of the following:

Name	Position	Terms of Reference
ASDS Gilbert B. Barrera	Lead	Over – all Lead
Martin I. Diaz, Principal III	Co – Lead	Management & Supervision
Mayflor D. Romualdo, CES	Member	Planning and Resource Management
Glenda Rose G. Yasin, Principal II	Member	Advocacy and Stakeholders' Convergence
Regina O. Baron, Principal I	Member	
Agnes G. Muyco, EPS	Member	Mapping
Jonald S. Cadiao, EPS II (ALS)	Member	Mapping
Ma. Dianne Joy R. Dela Fuente, SEPS	Member	Advocacy and Stakeholders' Engagement
Engr. Oliver O. Godoy, Engr. III	Member	Planning and Supervision of Physical Facilities/Infrastructure
Engr. Keiff Humphrey M. Bedia, Engr. III	Member	
Ernie P. Pama, EPS	Member	Planning and Resource Management
Vivien O. Lima	Member	Facilities, Equipment, Supplies and Instructional Materials' Management
Ma. Teresita H. Escobia, Principal III (Cluster Head)	Member	Management & Supervision

3. Specifically, the Task Force shall have the following scope of responsibility/tasks:

3.1. Management and Supervision

- Draft and submit letter request to open a school addressed to the SDS
- Oversee the preparatory requirements for the opening of school



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- Prepare communication plan
- Manage convergence/consultation activities with appropriate stakeholders
- Recommend deployment of required teaching staff to top management
- Oversee construction and land development activities
- Perform all other duties necessary to ensure smooth opening of school
- Recommend actions for top management decisions

3.2. Planning and Resource Management

- Prepare feasibility study
- Conduct environmental scanning/situational analysis
- Review and recommend for approval the site development plan
- Prepare and present for approval and support all other requisites for the opening of school
- Perform all other functions as required

3.3. Advocacy and Stakeholders' Engagement

- Facilitate advocacy and stakeholders' convergence/consultation activities
- Draft letter request of support to various stakeholders
- Secure clearance/permit from DENR
- Draft/Review Memorandum of Agreement
- Perform all other duties/tasks that may be required to ensure smooth opening of school

3.4. Mapping

- Coordinate with BLGU officials of catchment areas
- Conduct mapping activities to catchment areas
- Prepare mapping activity/accomplishment report to school head
- Recommend actions needing top management decisions

3.5. Planning and Supervision of Physical Facilities and Infrastructure

- Prepare school site development plan
- Prepare school building plan and other required facilities
- Prepare inspection report
- Prepare and submit school building project accomplishment report
- Supervise construction activities
- Coordinate with appropriate agencies and offices deemed necessary
- Recommend actions for top management decisions

3.6. Facilities, Equipment, Supplies and Instructional Materials' Management

- Conduct inventory of supplies and instructional materials
- Prepare and present inventory of furniture and other materials
- Prepare documentary requirements for possible transfer of furniture and other materials
- Facilitate transfer of supplies, materials/furniture, equipment



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- Perform other functions as required
- 4. With the foregoing, the taskforce shall be responsible for providing updates to the undersigned.
- 5. For the information, guidance and preferential attention of all concerned.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent



*MDR/DM – SGOD/ CREATION OF DIVISION TASK FORCE FOR THE ESTABLISHMENT OF TACURONG NATIONAL HIGH SCHOOL ANNEX
AT BARANGAY NEW CARMEN/ January 6, 2025*



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