



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

February 12, 2026

DIVISION MEMORANDUM

OSDS-2026- 032

**APPOINTMENT OF ATTORNEY III AND LEGAL ASSISTANT I OF THE LEGAL
UNIT, AND ADMINISTRATIVE OFFICER IV AND ADMINISTRATIVE
OFFICER II OF THE PROCUREMENT SECTION OF
SDO-TACURONG CITY**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Heads
Section Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

1. In view of the creation of Legal Unit and Procurement Section for Schools Division Office of Tacurong City. This Office hereby announces the appointments of the following personnel effective January 15, 2026:

a. Legal Unit:

ATTY. PAULINE KAY M. ROJO
Attorney III

JESSELLE ANNE L. BARROGA
Legal Assistant I

b. Procurement Section:

REA MAY S. LAYGAN
Administrative Officer IV

MENARD-DENCE S. VILLA
Administrative Officer II

2. The Functions of the Legal Unit are the following:

- Review and evaluation of contracts, memoranda of agreement, and other legal documents to ensure legal sufficiency and compliance with existing laws and regulations;





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- b) Preparation of legal opinions, comments, endorsements, and advisories upon request of the Schools Division Superintendent and concerned offices;
- c) Handling, monitoring, and coordination of administrative and legal cases involving the Division, including responses to complaints, demand letters, and subpoenas;
- d) Provision of legal assistance in matters involving procurement, personnel actions, property and financial transactions; and
- e) Coordination with the Regional Legal Office, Office of the Solicitor General, and other concerned legal offices or agencies, as may be necessary.

3. The functions of the Procurement Section are the following:

- a) Preparation, consolidation, and monitoring of the Annual Procurement Plan (APP);
- b) Processing, documentation, and safekeeping of procurement transactions in coordination with the Bids and Awards Committee (BAC) and end-user units;
- c) Monitoring of contract implementation and delivery of goods, services, and infrastructure projects; and
- d) Ensuring proper documentation and compliance with procurement policies, rules, and regulations.

4. Immediate dissemination of this memorandum is highly desired.



GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CREATION

LEGAL

PROCUREMENT

ZNB/OSDS/DM/ APPOINTMENT OF ATTORNEY III AND LEGAL ASSISTANT I OF THE LEGAL UNIT, AND ADMINISTRATIVE OFFICER IV AND ADMINISTRATIVE OFFICER II OF THE PROCUREMENT SECTION OF SDO-TACURONG CITY/February 12, 2026



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