



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

April 28, 2022

**DIVISION MEMORANDUM**  
 No. 259, s. 2022

**COMPOSITION OF TASK FORCE ON SCHOOL SITE IMPROVEMENT**

To: SOLLIE B. OLIVER, JD, MATE - Chief ES-SGOD  
 HELEN N. FRANCONAS - Engineer III  
 CLARISSE JOY A. LLABAN - Attorney III  
 CHERRIE ANNE B. BOHOL - EPS  
 PETER JASON SENARILLOS - SEPS-SMN  
 JAYZON CARDINES - Division DRRM Coordinator  
 All Others Concerned

- In line with the DepEd's Mission to *protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where: students learn in a child-friendly, gender-sensitive, safe, and motivating environment*, a Task Force on School Site Improvement is hereby created, to wit:

<b>Chairperson</b>	SGOD Chief Sollie B. Oliver, JD, MATE
<b>Assistant Chairperson</b>	Engr. Helen Franconas
<b>Members</b>	Atty. Clarisse A. Llaban EPS Cherrie Anne B. Bohol SEPS Peter Jason Senarillos PDO II Jayzon Cardines

- The said task force shall help schools in School Titling, assist schools in improving their physical setup and support schools in providing safe, conducive and motivating learning environment.
- The Terms of Reference are hereby specified below:

<b>Chairperson</b>	*Shall supervise the implementation of the tasks below, with the help of responsible personnel as indicated  *Shall oversee the provision of technical assistance to schools with concerns on School Site Improvement  *Shall ensure that the action plan on steps to be taken in School Site Improvement in DepEd Digos City are reviewed properly and promptly and submitted to the Office of the Schools Division Superintendent not later than May 30, 2022.
<b>Assistant Chairperson</b>	*Shall ensure that the necessary documents in School Site Improvement are gathered
<b>Members</b>	*Shall do related necessary actions that are directly relevant to the purpose of creating this Task Force.




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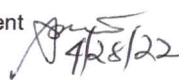
	<p>*Shall assist schools in the processing of land title</p> <p>*Shall approach companies to own a part of some projects of the schools through the Adopt-a-School Program and assist these companies from the drafting of MOA until they claim their tax incentive</p>
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4. The initial output of the team shall be the list of schools that need help in School Site Improvement. The said list of schools shall be color coded according to priority.

Red	Immediate appropriate action is needed within a month
Yellow	Appropriate action is needed within six months
Green	Appropriate action is needed within a year

5. For your information, guidance and compliance.

  
**CRISTY C. EPE**  
 Schools Division Superintendent



**DepEd Schools Division of Digos City**  
**RECORDS SECTION**  
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