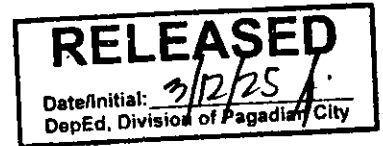




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



March 11, 2025

DIVISION MEMORANDUM

No. 05, s. 2025

**ESTABLISHMENT OF DIVISION TASK FORCE FOR PROGRAMS,
ACTIVITIES AND PROJECTS (PAPs) IN SDO PAGADIAN**

To: Assistant Schools Division Superintendent
All Teaching and Non-Teaching Employees
This Division

1. To ensure the effective implementation, monitoring, and evaluation of programs and projects within the Division of Pagadian, a **Task Force for Programs, Activities and Projects** is hereby established. This Task Force will serve as the dedicated body to oversee and ensure the success of initiatives aligned with the division's goals and objectives.
2. The Task Force shall consist of the following members:

Chairperson: **JUDITH V. ROMAGUERA, CESO VI**
Asst. Schools Division Superintendent

Members: **MA. MADELENE P. MITUDA**
Chief, SGOD

MA. DIOSA Z. PERALTA
Chief, CID

IVY J. ESTADILLA
Administrative Officer V

Secretariat: **LOCKE JUSAY**
SEPS-SMME





Republic of the Philippines
Department of Education
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CARLO B. CELAJES
EPS II- SMME

3. The Task Force shall perform the following functions and responsibilities:
 - a. Formulate and review plans for programs, activities and projects;
 - b. Coordinate with concerned program owners to ensure alignment and resource availability;
 - c. Oversee the execution of approved programs, activities and projects;
 - d. Regularly monitor progress, identify challenges, and recommends adjustments as needed;
 - e. Maintain comprehensive records of activities and accomplishments;
 - f. Submit monthly report to the Schools Division Superintendent;
 - g. Call a regular and special meeting as needed relative to the PAPs implementation;
 - h. Provide feedback and recommendations for future initiatives.
4. All concerned personnel are directed to extend their full support and cooperation to the task Force to ensure the success of this initiative.
5. This memorandum takes effect immediately.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

IJE/ADMINDM2025-013

