



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
AUGUST 27, 2025

BY: MLS

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REGIONAL MEMORANDUM
No. 0887, s. 2025

AUGUST 27, 2025

To: Schools Division Superintendents
All Others Concerned

UPDATED STATION ASSIGNMENTS OF DEPED PROJECT ENGINEERS

1. This Office informs all concerned of the updated station assignments for both newly hired and incumbent DepEd Project Engineers.

Station Assignment	Engineer	Position
Regional Office XIII	Engr. Mariel S. Sosmeña	Technical Assistant IV (Engineer III) - Electrical
	Engr. Patrick N. Manuel	Technical Assistant IV (Engineer III) - Electrical
	Engr. Roy Ritzi A. Cervantes	Technical Assistant IV (Engineer III) - Electrical
	Arch. Jhonfort D. Lumancas	Technical Assistant IV (Engineer III) - Architect
	Engr. Cheto L. Galleros	Technical Assistant IV (Engineer III) - Civil
Regional Office XIII Cabadbaran City	Engr. Richard Y. Buque	Technical Assistant IV (Engineer III) - Civil
Agusan del Norte (RTR-Kitcharao)	Engr. Irwin O. Torregosa	Technical Assistant IV (Engineer III) - Civil
Agusan del Norte (Buenavista-Carmen)	Engr. Virgilio S. Fortun Jr.	Technical Assistant IV (Engineer III) - Civil
Agusan del Sur	Engr. Mark Diody Parcon	Technical Assistant IV (Engineer III) - Civil
Dinagat Islands	Engr. Roldan Zartiga	Technical Assistant IV (Engineer III) - Civil
Siargao Islands	Engr. Dave A. Betita	Technical Assistant IV (Engineer III) - Civil

Surigao City	Engr. Genefer B. Besario	Technical Assistant IV (Engineer III) - Civil
Surigao del Norte	Engr. Vic Albert F. Ladia	Technical Assistant IV (Engineer III) - Civil
Surigao del Sur (District 1)	Engr. Jhunrey Paluca	Technical Assistant IV (Engineer III) - Civil
Surigao del Sur (District 2)	Engr. William Ritcher O. Casilum	Technical Assistant IV (Engineer III) - Civil
Tandag City	Engr. Alvin A. Fernandez	Technical Assistant IV (Engineer III) - Civil

2. All engineers shall report to their respective superintendents and adhere to the division's reporting policies.

3. Engineers shall supervise, monitor, and submit accomplishment reports to the Regional Office for their assigned areas, covering new construction, repair, rehabilitation, and electrification projects implemented by DepEd and DPWH. Please refer to the attached Terms of Reference for further details.

4. For strict compliance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index

under the following subjects: ASSIGNMENT/REASSIGNMENT

PROJECTS

ESSD/spv
08/18/2025

TERMS OF REFERENCE

DUTIES AND RESPONSIBILITIES FOR CIVIL ENGINEER/ARCHITECT:

- a. Conduct site appraisal for schools to be included in the programming of Basic Education Facilities Funds (BEFF), Quick Response Funds (QRF) and Last Miles Schools, Conservation of Gabaldon School Building, Health Facilities, Library Hubs, Alternative Learning System-Community Learning Centers (ALS-CLC) and Inclusive Learning Resource Centers (ILRCs) of the Divisions and Schools Division Offices to determine buildable space and recommend appropriate building types that can possibly be constructed or determine scope of repair works of the school facilities including the provision and upgrading of electrical connections of schools;
- b. Prepare/review/evaluate technical working drawings, cost estimates, schedules and other documents needed in planning the construction projects;
- c. Provide technical assistance to the region/division Bids and Awards Committee on project activities such as procurement, contracting, awarding of Basic Education Facilities and QRF Repair, Gabaldon Restoration, Electrification, School Furniture and Last Miles Schools being implemented by the Region/Division Offices;
- d. Monitor and evaluate the implementation of the construction/repair program of the Region/Division and assist in the resolution of issues and concerns;
- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, as built plans, and submit report on findings with recommendations;
- f. Provide technical assistance to the recipient schools to ensure proper project implementation;
- g. Conduct regular on-site inspection of on-going construction projects and submit report of findings, recommendations and status of implementation to EFD;
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of various projects in his/her designated area of assignment;
- i. Conduct site appraisal jointly with DPWH District Engineering Office for the proposed schools to be included in the school building program of the Division (new construction) to determine buildable space, recommend appropriate building types that can possibly be constructed and establish other cost related to the proposed project;
- j. Regularly coordinates with DPWH-DEO on their compliance with Memorandum of Agreement between DepEd and DPWH;
- k. Conduct regular monitoring of School Building projects being implemented by DPWH to ensure that projects are completed in the agreed cost, time and standards;
- l. Conduct random inspection of delivered school furniture under the School Furniture Program;
- m. Prepare, consolidate and submit Project Status Report every 25th of each month for every task assigned to EFD;

- n. Annually submit to EFD the Updated Construction Materials Price Data (CMPD) every last day of January;
- o. Assist other offices in the conduct of inspection and preparation of reports related to school building projects;
- p. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
- q. May be assigned to supervise a region and/or divisions as needed;
- r. May be designated as Regional Lead Engineer who will supervise the works of the DepEd Project Engineers/Architects assigned within the same region and augment the tasks and functions of the Regional Engineer; and
- s. Perform related tasks that may be assigned by the immediate supervisor or head of office.

DUTIES AND RESPONSIBILITIES FOR ELECTRICAL ENGINEER:

- a. Conduct site appraisal for schools to be included in the electrification program, covering the provision and upgrading of electrical connections of schools;
- b. Prepare/review/evaluate technical working drawings, cost estimates, schedules, and other documents needed in planning the electrification projects;
- c. Provide technical assistance to the Region/Division Bids and Awards Committee on project activities such as procurement, contracting, awarding of electrification projects being implemented by the Regional/Division Offices;
- d. Monitor and evaluate the implementation of the electrification program of the Region/Division and assists in the resolution of issues and concerns;
- e. Review/evaluate and validate work accomplishment reports of the contractors, billings, and as-built plans relative to electrification projects and submit report on findings with recommendations;
- f. Provide technical assistance to recipient schools to ensure proper implementation of electrification projects;
- g. Conduct regular on-site inspections of ongoing electrification projects and submits reports of findings, recommendations, and status of implementation to EFD;
- h. Inform the Regional and Division Offices, through regular status reports, on the progress of the implementation of electrification projects in his/her designated area of assignment;
- i. Conduct site appraisal in coordination with Local Electric Cooperative (LEC) for the proposed schools to be included in the electrification program of the Region/Division, recommends appropriate electrification system for schools and establishes other costs related to the proposed project;
- j. Regularly coordinates with NEA-LEC;
- k. Prepare, consolidate, and submit Project Status Report every 25th of each month for every task assigned to EFD;
- l. Assists other offices in the conduct of inspections and preparation of reports related to electrification projects;
- m. May be assigned to supervise a Region and/or two Divisions as needed;

- n. Annual Submission to EFD of Updated Construction Materials Price Data (CMPD-Electrical) every last day of January;
- o. Submission to EFD of Reports (Quarterly) related to issues and concerns on the implementation of electrical projects;
- p. May be designated as Regional/Lead Electrical Engineer who supervises the works of the DepEd Electrical Engineer;
- q. Attend workshop/seminars organized by DepEd Central, Regional and Division Offices pertaining to the implementation of various DepEd Infrastructure projects;
- r. Provide recommendations and/or possible actions/solutions that may arise during Quarterly submission of reports relative to Electrical projects; and
- s. Perform related tasks that may be assigned by the immediate supervisor or Head of Office.