



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

February 12, 2025

DIVISION MEMORANDUM
No. 100 , s. 2025

COMPOSITION OF DIVISION DATABASE MANAGEMENT TEAM

To: Assistant Schools Division Superintendent
Chiefs of Divisions & Heads of Sections/Units
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of Republic Act No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, this Office composes the Division Database Management Team (DBMT) to ultimately increase efficiency and effectiveness in the delivery of basic education services to the clients. The team shall be composed of the following members:

Team Leader	:	Junicel T. Mancha PhDM
Members	:	Jesilo G. Jala Japhet A. Revereal Ronilo B. Cañedo Mernita G. Palac Jose Arnel D. Rosal Eva Marie F. Budiongan

2. This initiative is aimed at the following objectives: a) to safeguard the accuracy, completeness, and security of the data collected in compliance with RA 10173 also known as the “Data Privacy Act of 2012”; b) to streamline data collection, storage, retrieval, and analysis processes; and c) to provide fast and reliable data insights to support informed decision-making.

3. The Division Database Management Team shall be responsible for the following tasks: a. coordinate with the process owners in the Division Office in the creation of database or system; b. design, develop, and maintain the division databases; b. ensure data accuracy, integrity, and security; c. provide technical assistance and support to users; and d. conduct regular data backup and recovery.

4. Expenses relative to the activities to be conducted by the Team shall be charged to Division MOOE or local funds, subject to the usual auditing and accounting rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph