



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Schools Division Superintendent
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

SEPTEMBER 1, 2025

DIVISION MEMORANDUM

No. 598 s. 2025

DESIGNATION AS DIVISION ENGINEER

To: OIC, Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Elementary and Secondary School Principals
All Others Concerned

1. In the exigency of the service and in view of the transfer of **Engr. Louenie T. Indanao, DepEd Project Engineer**, to her home province in Zamboanga del Norte effective **September 1, 2025**, **Engr. Junicel T. Mancha PhDM, Planning Officer - III**, is hereby designated as **Division Engineer** of the Schools Division of Tagbilaran City, effective **immediately**, until a permanent appointment is made or until otherwise directed.

As Division Engineer, she is expected to perform the following duties and responsibilities:

1. **Plan, manage, and oversee infrastructure projects** of the Schools Division Office, ensuring alignment with the Department's engineering standards, procurement regulations, and approved plans and budgets.
2. **Conduct technical evaluations** of school buildings and facilities to ensure safety, quality, and compliance with national building standards.
3. **Provide professional engineering advice** and support to the Schools Division Superintendent, school heads, and other relevant stakeholders.
4. **Coordinate with the Regional Office and DepEd Central Office**, as well as with other government agencies, regarding infrastructure programs, project implementation, and technical concerns.
5. **Supervise and monitor the implementation of Basic Education Facilities projects**, including repair, rehabilitation, and new construction, ensuring timely and quality delivery.
6. **Prepare and submit required technical and accomplishment reports** on infrastructure and engineering-related matters.
7. **Perform other related functions** as may be assigned by the Schools Division Superintendent.

Please note that this designation is in a concurrent capacity and **does not carry with it any monetary remuneration**. You shall continue to perform your duties and responsibilities as **Planning Officer III**, in addition to your functions as **DepEd Division Engineer**.

For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent



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