



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

19 June 2025

**DIVISION MEMORANDUM**  
NO. 329, s. 2025

**COMPOSITION AND FUNCTIONS OF THE DIVISION EXECUTIVE COMMITTEE  
(DEXECOM)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors & Specialists  
OSDS Section Heads  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 014, s. 2022 or The DepEd Quality Management System Manual and Procedures and Work Instructions Manual and in adherence to the mandate of the Department of Education in ensuring efficient and effective governance of basic education at the schools division level, this Office hereby formalizes the composition and functions of the Division Executive Committee (DEXECOM):

**Chairperson:**

Dr. Jay S. Montealto, EdD, JD, CESO VI  
OIC, Schools Division Superintendent

**Vice Chairperson:**

Aurelio A. Santisas, CESE  
Assistant Schools Division Superintendent

**Regular Members:**

Sherlito E. Sagapsapan	Chief Education Supervisor, SGOD
Dr. Vicente Jose V. Suarez II	Chief Education Supervisor, CID
Olga P. Miranda, CPA, JD	Accountant III
Rosa Belinda P. Gemperoso	Administrative Officer V (Budget)
Geordito T. Olario	Administrative Officer V
Dr. Nueva A. Andag	SEPS-SMME
Lourence N. Reyes	Information Technology Officer I
Anthon John S. Soriano	Planning Officer III / Legal Officer-Designate
Amythyst Faith O. Diao	Administrative Officer IV (Personnel)

**Secretariat:**

Marilou B. Monding	EPSVr (English)
Ma. Perga A. Cadiente	EPSVr (LRM)
Jidelle G. Garcia, JD	AO IV (Property)



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2. The following shall be the functions of the DEXECOM:

Chairperson

- Presides over all meetings of the Committee;
- Provides overall strategic direction and leadership to the Committee;
- Approves recommendations and resolutions formulated by the Committee; and
- Ensures the alignment of committee decisions with DepEd priorities and policies.

Vice Chairperson

- Assists the Chairperson in executing the duties and responsibilities of the committee;
- Presides over meetings in the absence of the Chairperson;
- Coordinates with section heads for the consolidation of recommendations and implementation of agreements; and
- Oversees the monitoring and evaluation of programs and projects endorsed by the committee.

Regular Members

- Represent their respective sections/divisions in presenting plans, updates, and reports;
- Participate in discussions and decision-making processes;
- Implement approved resolutions or policies within their area of responsibility; and
- Provide data and feedback necessary for planning and assessment.

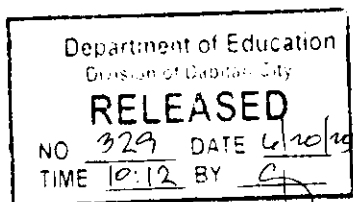
Secretariat

- Prepare and disseminate meeting notices, agenda, and other necessary documents;
- Document the proceedings of all Committee meetings, including action items, minutes and resolutions;
- Maintain official records of the Committee's activities;
- Manage correspondence and communication related to the Committee's functions;
- Provide administrative and logistical support to the Committee.

3. The DEXECOM shall convene at least once a month or as deemed necessary by the Chairperson.

4. All members of the Schools Division Executive Committee are enjoined to fully commit to their roles and responsibilities to ensure the smooth and effective operation of the Division.

5. This Memorandum takes effect immediately.



**JAY S. MONTEALTO, EdD, JD, CESO VI**  
OIC, Schools Division Superintendent



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