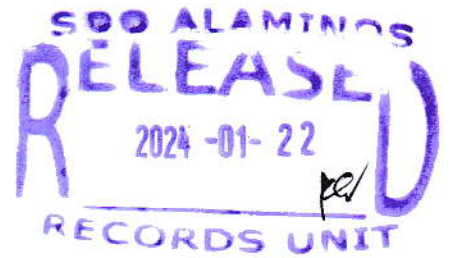




Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**DM-2024 - 025**

TO : Asst. Schools Division Superintendent  
Chief Education Supervisor - CID  
Chief Education Supervisor – SGOD  
Administrative Officer V  
Division Education Program Supervisor  
All SDO Personnel  
All School Heads, Teachers and  
School-Based Non-Teaching Personnel

SUBJECT: **RECONSTITUTION OF THE DIVISION PROVIDENT FUND  
BOARD OF TRUSTEES AND SECRETARIAT**

FROM : Office of the Schools Division Superintendent

DATE : January 2, 2024

1. Pursuant to Dep. Ed. Order NO. 12, s. 2004 and No. 37, 2018, Dep Ed. SDO Alaminos City Provident Fund Board of Trustees and Secretariat is reconstituted with the following members:

**BOARD OF TRUSTEES:**

Chairperson : Vivian Luz S. Pagatpatan, CESO VI  
Asst. Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

Executive Officer/ : Marilou N. Cardenas, EdD  
Head of Secretariat Assistant Schools Division Superintendent

Administrative Group: Rosalie R. Sarmiento  
Administrative Officer V

Member : Chimmy Anne Raoet-Sison  
Accountant III  
Accounting Unit

***With hundred reasons to serve!***



Address: San Jose Drive, Poblacion, Alaminos City, Pangasinan  
Telephone Number: (075) 205 - 0644  
Website: [depedalaminoscity.com](http://depedalaminoscity.com)  
Email Address: [alaminos.city@deped.gov.ph](mailto:alaminos.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE OF ALAMINOS CITY**

**Office of the Schools Division Superintendent**

Member : Cynthia M. Ruamero  
Administrative Officer IV  
Personnel Section

SECRETARIAT: : John Carlo V. Santiago  
Administrative Assistant  
Accounting Section

Bea Charlene V. Quebral  
Administrative Officer II  
Payroll Section

Jadine R. Rasing  
Administrative Assistant III  
Records Section

Jerry B. Cabatic  
Administrative Assistant III  
Accounting Section

2. The Division Board of Trustees shall serve a term of one (1) year from the issuance of this Memorandum and shall perform the functions and responsibilities provided in Dep Ed Order No. 12, s. 2004 and Dep Ed Order No. 37, s. 2018. Further, the functions and responsibilities of the Secretariat are enumerated in Dep. ED. Order No 12, s. 2004.
3. For information and guidance of all concerned.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-In-Charge*  
*Schools Division Superintendent*

***With hundred reasons to serve!***



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