



Republic of the Philippines  
 Department of Education  
**REGION I**  
 SCHOOLS DIVISION OF VIGAN CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

2412-29

No. 420, s.2024

**ESTABLISHING THE DIVISION ZERO OBLIGATION TASK FORCE**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors (CID & SGOD)  
 All Elementary and Secondary School Heads  
 Section and Unit Heads  
 All SDO Proper Personnel

1. Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act provides the declared policy of the state to take appropriate measures to promote transparency in each agency with regard to the manner of transacting with the public, which shall encompass a program for the adoption of simplified requirements and procedures that will reduce red tape and expedite business and nonbusiness related transactions in government.
2. In line with this, this Division establishes the Division Zero Obligation Task Force in order to expedite business and nonbusiness related financial transactions in the Department of Education in Vigan City.
3. The composition of the said task force shall be as follows:

Chairperson:	<b>Vilma D. Eda, CESO V</b> Schools Division Superintendent
Alternate:	<b>Annie D. Pagdilao, EdD, CESO VI</b> Assistant Schools Division Superintendent
Vice Chairpersons:	<b>Christopher Michael T. Gasmen</b> Accountant III  <b>Mary Joy P. Suero</b> Budget Officer III Administrative Officer V
Members:	For SGOD <b>Susiemar M. Rapisura</b> EPS



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	For CID <b>Elsie C. Amorin</b> EPS  For ADMIN <b>Daisy A. Ancheta</b> Administrative Officer IV
Ex Officio Members	BAC Representative <b>Reymalin T. Llanes</b> ADAS II  Legal Servives <b>Cherry Joy D. Garma, JD</b> Legal Officer  <b>Atty. Kim R. Tagorda</b> Administrative Officer V

- The Vice-Chairpersons and regular members shall hold office at the Mini-Conference Hall, prioritizing continuing and remaining funds and ensuring that all funds have been properly utilized starting December 2, 2024 at 9:00 am.
- In order to fully utilize government time and resources, project owners shall hold office with the Division Zero Obligation Task Force from 10:00 am to 12:00 nn and from 3:00 pm to 5:00 pm, subject to the discretion of the chairperson.
- For widest dissemination, information, guidance, and strict compliance.



*(Signature)*  
**VILMA D. EDA, CESO V**  
 Schools Division Superintendent



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