



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF PANABO CITY

DIVISION MEMORANDUM
SGOD-2026-004


To: Assistant Schools Division Superintendent
 Chief Education Supervisor, SGOD
 Chief Education Supervisor, CID
 All Public Schools District Supervisors
 All Public Elementary and Secondary School Principal/
 School Heads

Subject: **AN ORDER RECONSTITUTING THE INTERIM COMMITTEE FOR
 THE ESTABLISHMENT OF THE PANABO CITY COLLEGE**

Date: January 5, 2026

Attached is a copy of City Executive Order No. 123, s. 2025, from the Office of the City Mayor, relative to the Reconstitution of the said committee, for your reference and perusal.


For your information and guidance.


JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

RELEASED

JAN 06 2026

RECORDS SECTION-SDO PANABO CITY
 BY 

SGOD/aba/ktl 



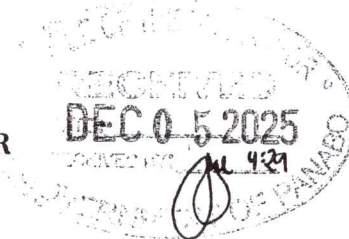
Republic of the Philippines
Province of Davao del Norte
CITY OF PANABO

OFFICE OF THE CITY MAYOR



EXECUTIVE ORDER NO. 123 - 2025

AN ORDER RECONSTITUTING THE INTERIM COMMITTEE FOR
THE ESTABLISHMENT OF THE PANABO CITY COLLEGE



WHEREAS, the Philippine Constitution of 1987 states that, *"The state shall protect and promote the right of all citizens to quality education at all levels and shall take steps to make such education accessible to all"*;

WHEREAS, Republic Act No. 10931, otherwise known as the *"Universal Access to Quality Tertiary Education Act"*, mandates free higher education to eligible students in all public higher education institutions and CHED-recognized local universities and colleges;

WHEREAS, CHED Memorandum Order (CMO) No. 04, Series of 2007, promulgated the Implementing Rules and Regulations of CMO No. 32, Series of 2006, entitled *"Policies, Standards and Guidelines on the Establishment and Operation of Local Colleges and Universities (LCUs)"*, which prescribe the policies, standards, and guidelines that shall govern the establishment and operation of LCUs by local government units;

WHEREAS, the City Government of Panabo recognizes the necessity of providing accessible, affordable, and quality tertiary education to its constituents through the establishment of Panabo City College, which shall serve as a strategic initiative to promote inclusive opportunities for higher learning consistent with the City's development goals and vision of fostering an educated, skilled, and empowered citizenry;

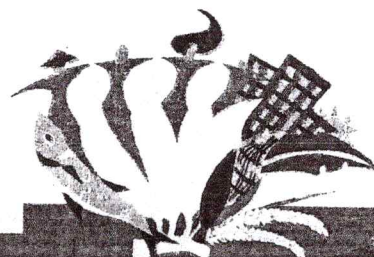
WHEREAS, Executive Order No. 118, series of 2022, was promulgated to identify the Interim Committee Members for the Establishment of the Panabo City College and lay down the necessary steps that must be undertaken to comply with the requisites for the establishment and operation of the Panabo City College;

WHEREAS, there is a necessity to create a Research Data Analyst Team to assist the Committee in the data gathering, including feasibility studies, planning and infrastructure requirements and other functions of the Committee, thereby strengthening the evidence-based foundation of the Panabo City College project.

NOW THEREFORE I, JOSE E. RELAMPAGOS, by virtue of the powers vested in me by law, do hereby reconstitute the Interim Committee for the Establishment of the Panabo City College and further order the following:

SECTION 1. COMPOSITION. The Interim Committee shall be composed of the following:

- | | |
|--------------|--|
| Chairperson: | BRENDA A. SAUPING, MPA
CGADH I, CADO |
| Members | HON. JOSIE MARY G. RELAMPAGOS
SP Member
Chairperson, Committee on Education and Culture |
| | JOVEN M. SEPE, CPA, MBA
CGDH I, CBO |



JAN MARI G. CAFE, MBA
CGDH I, CHRMO

ATTY. CHERVIN C. PACULANANG
CGDH I, CLO

MYLENE M. HERMOSORA, CPA
CGDH I, CAO

DR. JOSEPH RAYMUND A. SUMABAL
CGDH I, CPDO

JO-ANNE G. RELAMPAGOS-CAPUYAN
Executive Assistant III, CMO

LIBERTAD V. REGIS, MPA
Acting CGDH I, CCRO

ENGR. LOVENA A. ADLAWAN
Acting CGDH I, CEO

CHERRIELOU L. BAGA, CPA
OIC CTO

CHERELLE B. ESPINOSA, MBA
Acting CGDH, CPESO

MICHAEL ANGELO A. RESUEÑO, MPA
Information Officer III/OIC City Librarian, CMO

DR. JINKY B. FIRMAN, CESO VI
Schools Division Superintendent, DepEd Panabo City

Research Data Analyst Team:

ENGR. JOANNE L. MAZO
OIC CGADH I, CPDO

ENGR. GRACE JOY BITOS
OIC CGADH, CEO

ROXANNE GUIA U. MALOLOY-ON
Economist I, CPDO

EAJEAN JOY PRINCESS N. CEPADA
Admin. Officer IV, CMO

MITCH D. RAMOS
Manpower Dev't Officer I, CPESO

QUEENIE JANE H. VEGA
Administrative Aide VI, CMO-BPLS

Secretariat:

JENEFER D. DELLONES
Administrative Officer II (MAA I), CADO-IAS

SECTION 2. FUNCTIONS AND RESPONSIBILITIES. The Members of the Interim Committee, its Research Data Team and Secretariat shall perform the following functions:

Interim Committee

1. Ensure that the guiding principles as prescribed under CHED Memorandum Order No. 32, Series of 2006, its IRR, and other relevant national government issuances, circulars, and memoranda are faithfully observed;
2. Conduct studies and assessments to determine the viability, feasibility, and/or sustainability of the planned City College;
3. Draft, develop, review, promulgate, and evaluate the proposed ordinance, institutional development plan, and all other college related plans, reports, and recommendations for submission to the City Mayor and other stakeholders;
4. Prepare and submit documentary and technical requirements for review and notation of the CHED Central or Regional Field Office, as applicable;
5. Coordinate and consult with stakeholders such as academic experts, officials of local universities and colleges, the Sangguniang Panlungsod, other LGUs, and concerned government agencies;
6. Engage in exploratory visits, benchmarking, and knowledge-sharing activities to solicit best practices and valuable inputs for the establishment and operation of the City College;;
7. Undertake all necessary and relevant actions to ensure the successful establishment and operation of the City College; and
8. Perform such other acts, duties and functions as may be deemed necessary to achieve the foregoing.

Research Data Analyst Team.

1. Gather, consolidate, and analyze data to support feasibility and institutional planning.
2. Provide evidence-based inputs for decision-making and program validation.
3. Prepare research reports, technical papers, and other reference materials for Committee deliberations;
4. Development monitoring and evaluation tools to ensure compliance with CHED standards; and
5. Perform such other research-related tasks as may be assigned by the Committee.

Secretariat

1. Provide administrative and logistical support to the Committee.
2. Prepare notices, agenda, minutes, and proceedings of meetings and workshops.
3. Facilitate communications and coordination among members, stakeholders, and resource persons.
4. Maintain and safeguard official records and documents, and
5. Undertake such other tasks as may be necessary to ensure the orderly and efficient conduct of the Committee's operations.

SECTION 3. MEETINGS. The Committee shall convene at the instance of the Interim Committee Chairperson. In the absence of the Chairperson, the Committee Members shall designate from among its members who will preside over the proceedings. Should a member be unable to attend a meeting, his or her duly authorized representative, who must be the next-in-rank officer, shall attend in their stead. The assignment of personnel on a random or irregular basis to represent members shall not be permitted.

SECTION 4. OPERATIONAL EXPENSES AND FUNDING. All costs pertaining to the operations and activities of the committee in view of the establishment of the Panabo City College shall be taken from the available funds and resources of the City, all subject to the usual government accounting procedures and auditing regulations.

SECTION 5. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 6. REPEALING CLAUSE. All previous issuances that are inconsistent or in conflict with the provisions of this Executive Order shall be deemed superseded and/or repealed.

SECTION 8. EFFECTIVITY. This order shall take effect immediately upon signing hereof.

Issued this 4th day of December , 2025 at Panabo City, Davao del Norte, Philippines.



JOSE E. RELAMPAGOS
City Mayor