



Republic of the Philippines
Department of Education
Central Visayas, Region VII
Province of Bohol
DIVISION OF CITY SCHOOLS
Tagbilaran City



June 14, 2016

DIVISION MEMORANDUM
No 201 s of 2016

REITERATING THE SALIENT PROVISION OF DEPED ORDER NO. 52, S. 2015, "NEW ORGANIZATIONAL STRUCTURES OF THE CENTRAL, REGIONAL, AND SCHOOLS DIVISION OFFICES OF THE DEPARTMENT OF EDUCATION"

TO : All Division Chiefs/ Heads
Division Employees
Others Concerned

1. This Office hereby reiterates the salient provision of DepEd Order no. 52, s. 2015, "New organizational structures of the central, regional, and schools division offices of the Department of Education," as the framework organizational structure in this division as basis in performing the office' general functions.
2. Kindly refer to the herein attached Enclosure No. 3. For further details, refer to DepEd Order no. 52, s. 2015.
3. For information and strict compliance.


VIRGINIA C. ZAPANTA, Ed. D., CESO V
Schools Division Superintendent 

(Enclosure No. 3 to DepEd Order No. 52, s. 2015)

DEPARTMENT OF EDUCATION
 New Organizational Structures
 Counterpart Offices across DepEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
Office of the Secretary (OSEC) OSEC - Legislative Liaison Office OSEC - Sites Titling Office	Legal Unit <i>(under the Office of the Regional Director)</i>	Legal Unit <i>(under the Office of the Schools Division Superintendent)</i>
Internal Audit Service (IAS) Office of the Director Management Audit Division Operations Audit Division	<i>no direct counterpart in the field offices</i>	<i>no direct counterpart in the field offices</i>
Planning Service (PS) Office of the Director Planning and Programming Division Policy Research and Development Division Education Management Information System Division	Policy, Planning, and Research Division Quality Assurance Division	Planning and Research Section <i>(under the School Governance and Operations Division)</i>
Public Affairs Service (PAS) Office of the Director Communications Division Publications Division	Public Affairs Unit <i>(under the Office of the Regional Director)</i>	Social Mobilization and Networking Section <i>(under the School Governance and Operations Division)</i>
Information and Communications Technology (ICT) Service Office of the Director Solutions Development Division Technology Infrastructure Division User Support Division	ICT Unit <i>(under the Office of the Regional Director)</i>	ICT Unit <i>(under the Office of the Schools Division Superintendent)</i>
External Partnerships Service (EPS)	Education Support Services Division	Social Mobilization and Networking Section <i>(under the School Governance and Operations Division)</i>

DEPARTMENT OF EDUCATION
 New Organizational Structures
 Counterpart Offices across DeplEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
Disaster Risk Reduction Management Service (DRRMS)	Education Support Services Division	Social Mobilization and Networking Section <i>(under the School Governance and Operations Division)</i>
Bureau of Curriculum Development (BCD) Office of the Director Curriculum Standards Development Division Special Curricular Programs Division	Curriculum and Learning Management Division Learning Resource Management and Development Section	Curriculum Implementation Division Learning Resources Management Section Instructional Management Section District Instructional Supervision Section
Bureau of Learning Delivery (BLD) Office of the Director Teaching and Learning Division Student Inclusion Division		
Bureau of Education Assessment (BEA) Office of the Director Education Assessment Division Education Research Division		
Bureau of Learning Resources (BLR) Office of the Director Learning Resources Production Division Learning Resources Quality Assurance Division		
Bureau of Learner Support Services (BLSS) Office of the Director School Sports Division Youth Formation Division School Health Division	Education Support Services Division Special Programs and Services School Health	School Governance and Operations Division <i>all units under SGOD may be mobilized for learner support programs and activities</i> School Health Section

DEPARTMENT OF EDUCATION
 New Organizational Structures
 Counterpart Offices across DepEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
National Educators Academy of the Philippines (NEAP) Office of the Director Professional Development Division Quality Assurance Division	NEAP in the regions <i>(part of the Human Resource Development Division)</i>	Human Resource Development Section <i>(under the School Governance and Operations Division)</i>
Bureau of Human Resource and Organizational Development (BHROD) Office of the Director Employee Welfare Division Human Resource Development Division Organization Effectiveness Division School Effectiveness Division	Human Resource Development Division Field Technical Assistance Division Quality Assurance Division	School Governance and Operations Division Human Resource Development Section School Management Monitoring and Evaluation Section
Project Management Service (PMS) Office of the Director Project Management Division Project Development Division	<i>no direct counterpart in the field offices</i>	<i>no direct counterpart in the field offices</i>
Finance Service (FS) Office of the Director Accounting Division Budget Division	Finance Division Accounting Section Budget Section	Administrative and Finance Services Section <i>(under the Office of the Schools Division Superintendent)</i> Accounting Unit Budget Unit
Administrative Service Office of the Director Asset Management Division Cash Division	Administrative Division Property and Supply Cash	Administrative and Finance Services Section <i>(under the Office of the Schools Division Superintendent)</i> Property and Supply Cash

DEPARTMENT OF EDUCATION
 New Organizational Structures
 Counterpart Offices across DepEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
General Services Division	General Services	General Services
Records Division	Records	Records
Personnel Division	Personnel	Personnel
Education Facilities Division	Education Facilities Section <i>(under the Education Support Services Division)</i>	Education Facilities Section <i>(under the School Governance and Operations Division)</i>
Baguio Teachers Camp	-0-	-0-
	Payroll Services	
Legal Service		
Office of the Director	Legal Unit <i>(under the Office of the Regional Director)</i>	Legal Unit <i>(under the Office of the Schools Division Superintendent)</i>
Investigation Division		
Legal Division		
Procurement Management Service		
Office of the Director	Finance Division	Administrative and Finance Services Section
Procurement Planning and Management Division		<i>(under the Office of the Schools Division Superintendent)</i>
Contract Management Division		
BAC Secretariat Division		

DEPARTMENT OF EDUCATION
General Functions: Schools Division Office

Offices	Functions
1.00 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (SDS)	
1.10 Office of the SDS - Proper	<p>Accountabilities:</p> <ul style="list-style-type: none">▪ To ensure access to, promote equity in, and continuously improve the quality of basic education in the schools divisions under his/her care by leading in the development and implementation of the division's education development plans (DEDP), programs, and standards (consistent with the national educational policies, plans and standards), building partnerships and networking with stakeholders of education, as well as by effectively and efficiently managing the financial, human, and physical resources of the schools division.
1.20 Legal Services	<p><i>(Note: Services need to be provided by the SDO. However, Positions are applicable only to Very Large-, Large- and Medium-sized Schools Divisions)</i></p> <ul style="list-style-type: none">a. Provide legal advice and render legal opinions to the SDS, ASDS, officials of the schools division in relation to the performance of their functions;b. Interpret laws and rules affecting the operation of various programs of the schools division;c. Handles legal and investigation matters concerning the schools division office and its employees, including those delegated by the Regional Office;
1.30 Information and Communication Technology (ICT) Services	<p><i>(Note: Services need to be provided by the SDO. However, Positions are applicable only to Very Large-, Large- and Medium-sized Divisions)</i></p> <ul style="list-style-type: none">a. Manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the schools division to effectively support operations;b. Manage and implement ICT programs and projects in the schools division to ensure data validity and effective utilization of the systems;
1.40 Administrative Services	<p><i>Administrative Services shall be composed of the following: Cash, Personnel, Records, Asset Management, and General Services</i></p> <p>Accountability:</p> <ul style="list-style-type: none">▪ To provide management with economical, efficient and effective administrative services on personnel, properties, cash, facilities and materials to support operations of the schools division.
1.50 Finance Services	<p>Accountability:</p> <ul style="list-style-type: none">▪ To provide SDO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the schools division.
2.00 CURRICULUM IMPLEMENTATION DIVISION	<p>Accountabilities:</p> <ul style="list-style-type: none">▪ To ensure full implementation of the articulated basic education

DEPARTMENT OF EDUCATION
General Functions: Schools Division Office

Offices	Functions
	<p>curriculum (pre-school, elementary, secondary & ALS), through localization/indigenization and innovations in teaching the various subject-areas towards improvement in the quality of learning outcomes.</p> <ul style="list-style-type: none"> ▪ To improve provision and availability of quality learning and teaching resource materials for students and instructional support materials for teachers in the division ▪ To conduct research studies and utilize research findings ▪ To provide technical assistance to schools in the areas of: <ul style="list-style-type: none"> ↳ curriculum implementation ↳ instructional supervision ↳ resource generation and social mobilization ↳ SIP implementation ▪ To improve access to basic/functional literacy skills and raise the level of literacy in the deprived, disadvantaged and underserved areas.
2.10	Office of the Division Chief
2.20	Instructional Management
2.30	Learning Resource Management
2.40	District Instructional Supervision
3.00	SCHOOL GOVERNANCE AND OPERATIONS DIVISION
3.10	Office of the Division Chief
3.20	<p>School Management Monitoring and Evaluation</p> <p>Accountability: Primarily accountable for the implementation of standards and policies relevant to managing schools and to ensure that the following are provided to / implemented in schools for the purpose of effectiveness:</p> <ul style="list-style-type: none"> ↳ Quality Management System Implementation ↳ Assessment ↳ Technical Assistance
3.30	<p>Social Mobilization and Networking</p> <p><i>(Note: in Small-sized schools divisions, these functions will be merged with School Management M&E)</i></p> <p>Accountability: To ensure provision of resources needed by the schools division office, schools and learning centres, and compliance to standards towards good governance and effective operations</p>
3.40	<p>School Health and Nutrition</p> <p>Accountability:</p> <ul style="list-style-type: none"> ▪ To serve the Division and School Populace through the implementation of health programs, provision of basic health and nutrition services and establishment of a healthful school environment. ▪ Build and sustain partnerships for resource generation and social mobilization towards the development of physically and mentally healthy school children who are ready to learn. ▪ Develop a healthy lifestyle habits and practices among teachers and

DEPARTMENT OF EDUCATION
General Functions: Schools Division Office

Offices	Functions
	non teaching personnel for them to become more efficient and effective workers.
3.50 Educational Facilities	Accountability: To provide services to ensure structurally and physically safe buildings, grounds and facilities for the Division Office, schools and learning centers to maintain a conducive physical environment.
3.60 Human Resource Development	Accountability: To implement efficient and effective Human Resource Development Systems to ensure availability of competent education leaders, teaching and non-teaching personnel for the schools, learning centers and schools division office at all times.
3.70 Planning and Research	Accountability: <ul style="list-style-type: none"> ▪ To facilitate the formulation and implementation of education plans, standards, policies and guidelines in all areas of basic education in the division; and ▪ To develop and maintain Division Education Planning and Data Management Systems and conduct research studies to provide critical inputs as bases for management's strategic and operational decisions