



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



August 12, 2016

DIVISION MEMORANDUM
NO. 409, s. 2016

**OPERATIONAL GUIDELINES PENDING APPOINTMENT OF
UNDERSECRETARIES AND ASSISTANT SECRETARIES**

TO: All Division Chiefs, Education Program Supervisors
Public Schools District Supervisor
Public and Private Elementary and Secondary School Principals, Teachers,
All Others Concerned

1. Enclosed is Regional Memorandum No. 0496, s. 2016 dated August 9, 2016, in support to DepEd Memorandum No. 118, s. 2016 entitled "**Operational Guidelines Pending Appointment of Undersecretaries and Assistant Secretaries**", 2016 for information and guidance of all concerned.
2. Immediate and wide dissemination of this memorandum is highly desired.


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



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM



No. 0496, s. 2016

AUG 09 2016

**OPERATIONAL GUIDELINES PENDING APPOINTMENT OF
UNDERSECRETARIES AND ASSISTANT SECRETARIES**

To: Schools Division Superintendents
Officers-in-Charge of Schools Divisions
All Others Concerned

1. Attached is DepEd Memorandum No. 118 s. 2016 entitled, **“Operational Guidelines Pending Appointment of Undersecretaries and Assistant Secretaries”** for information and guidance of all concerned.
2. Immediate dissemination to the field offices regarding this Memorandum is hereby directed.


JULIET A. JERUTA, Ph. D., CESO V
Director III
Officer-in-Charge
Office of the Regional Director


JAJ/VVY/IFC/ailaya

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“EFD 2015: Karapatan ng Lahat, Pananagutan ng Lahat”



RD2016-2322
02-Aug-16

Republic of the Philippines
Department of Education

DepEd MEMORANDUM
No. **118** s. 2016

02 AUG 2016

**OPERATIONAL GUIDELINES PENDING APPOINTMENT OF UNDERSECRETARIES
AND ASSISTANT SECRETARIES**

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs and Unit Heads

1. After careful deliberation, taking into consideration the mandates of the Department and its present state and challenges, and in the exercise of her responsibility under Book IV, Chapter 10, Section 47 of the Administrative Code of 1987, the undersigned has submitted to the President the following nominees to the positions of Undersecretaries and Assistant Secretaries:

Undersecretaries

Atty. Alberto T. Muyot
Ms. Dina S. Ocampo
Mr. Alain Del B. Pascua
Ms. Annalyn M. Sevilla
Mr. Jesus Lorenzo R. Mateo (Coterminous with the Appointing Authority)

Assistant Secretaries

Atty. Tonisito M. C. Umali, CESO II
Atty. Revsee A. Escobedo
Atty. Nepomuceno A. Malaluan
Ms. G.H. S. Ambat
Atty. Josephine G. Maribojoc (Acting/Coterminous with the Appointing Authority)

2. In addition, in view of the financial management reforms that the Department will implement to ensure availability and delivery of programs, projects, activities and resources both for formal and nonformal education, the provision of an additional Undersecretary position was requested to the Office of the President and nominated the appointment of **Ms. Victoria M. Catibog**. The financial management reforms would bring about improved accounting systems, effective internal control, efficient budget utilization, the elimination of underspending without resorting to constitutional violations, and enhanced delivery and accountability systems.

3. Pursuant to Memorandum Circular No. 1 by the Office of the President dated June 30, 2016, and its follow-up Memorandum from the Executive Secretary dated July 25, 2016, the following appointments expressly denominated as "coterminous" in their original appointments are deemed terminated, as follows:

- a. **Undersecretary Reynaldo D. Laguda** - *Functus officio*/resigned as of 12:00 noon of June 30, 2016
- b. **Undersecretary Mario A. Deriquito** - Hold-over status terminated as of July 31, 2016
- c. **Assistant Secretary Anna Cristina M. Ganzon** - *Functus officio* as of 12:00 noon of 30 June 2016
- d. **Assistant Secretary Elvin Ivan Y. Uy** - Hold-over status terminated as of July 31, 2016

4. The following Undersecretaries and Assistant Secretaries whose original appointments are either without qualification or expressly in an acting capacity are to continue serving in such original capacities until they are reappointed or replacements are appointed:

- a. **Undersecretary Alberto T. Muyot**
- b. **Acting Undersecretary Dina S. Ocampo**
- c. **Acting Assistant Secretary Jesus Lorenzo R. Mateo**

5. **Assistant Secretary Tonisito M.C. Umali, CESO II** shall continue serving in the same position.

6. Pursuant to the Secretary's authority of supervision and control over the bureaus, services and offices in the Department, and in the interest of the continuous and effective delivery of government services, as well as the urgency of many responsibilities and tasks, following are directed:

- a. Pending their appointment and qualification, the new nominees to the positions of Undersecretary and Assistant Secretary are requested to report to the office and coordinate with the Bureaus and Services as will be assigned to them, provided that any action they may make shall only be advisory in nature and subject to official action by the Secretary or her duly designated qualified officer;
- b. **Atty. Josephine G. Maribojoc** shall continue in her present position as Director for Legal Affairs, until she is appointed to the position for which she was nominated;
- c. All subsisting designations as Officer-in-Charge to different offices or positions by former Secretary Br. Armin A. Luistro within the Department are affirmed, and shall continue unless sooner revoked or a new officer is appointed and qualified; and
- d. Pending final appointments to the positions of Undersecretary and Assistant Secretary, the following coordination lines are provisionally and temporarily instituted:

Undersecretary Alberto T. Muyot

- a. Legal Service
- b. Sites Titling Office

Acting Undersecretary Dina S. Ocampo

- a. Bureau of Curriculum Development
- b. Bureau of Learning Delivery

- c. Bureau of Education Assessment
- d. Bureau of Learning Resources
- e. National Educators Academy of the Philippines

Acting Assistant Secretary Jesus Lorenzo R. Mateo

- a. Planning Service
- b. Field Operations/Regional Offices

Assistant Secretary Tonisito M.C. Umali, CESO II

- a. Legislative Liaison Office
- b. External Partnerships Service
- c. School Sports Division

Ms. Victoria M. Catibog

- a. Accounting Division
- b. Cash Division
- c. Employee Account Management Division

Ms. Annalyn M. Sevilla

- a. Budget Division
- b. Setting-up of a Program/Project Monitoring and Delivery Unit

Mr. Alain Del B. Pascua

- a. Administrative Service
- b. Information and Communications Technology Service
- c. Bureau of Learner Support Services (except School Sports Division)
- d. Disaster Risk Reduction and Management Service

Atty. Revsee A. Escobedo

- a. Procurement Service
- b. Project Management Service

Ms. G.H. S. Ambat

- a. Public Affairs Service
- b. Personnel directly involved in delivery of ALS and related programs


Atty. Nepomuceno A. Malaluan

- a. Chief of Staff
- b. Bureau of Human Resource and Organizational Development (with Personnel Division)

7. A statement of the vision and agenda for the Department will be issued at the soonest. In the meantime, for the guidance of the Department, the following are the emerging priorities that will be included in the agenda:

- a. Continue the full implementation of K to 12, but putting in place an effective system to monitor and evaluate the outcomes in terms of quality and access;
- b. Defend existing budget allocation, and work to increase the budget for 2017 and beyond to bring education spending closer to the ideal 4 to 6 percent of GDP as suggested by international standards;

- c. Strengthen and enrich further curricular reforms by:
- Enlarging the drug component in science and health by providing real-life lessons via alternative learning methods, starting with Grade 4
 - Strengthening the gender and equity component of school curricula especially in relation to sex education
 - Giving special emphasis on the environment and climate change, disaster risk reduction and preparedness, adaptation and mitigation
- d. Introduce catch-up programs to expand the coverage of ALS at regional, national and international levels by:
- Introducing ALS in drug rehabilitation centers
 - Developing alternative learning methods for hard-to-reach mountain regions, small islands, as well as densely populated areas
 - Establishing ALS in countries with illegal migrants where children don't have access to formal education
- e. Enhance and enrich the complementarity of private and public school institutions by constant dialogue, exchange of strategies and methods of teaching and learning and faculty exchange;
- f. Put in place financial management reforms to ensure availability and delivery of learning resources both for formal and non-formal education, including:
- Improved accounting systems
 - Effective internal control
 - Efficient budget utilization
 - Elimination of underspending without resorting to constitutional violations
 - Enhanced delivery and accountability systems
- g. Ensure a consultative leadership in the formulation and implementation of Department policies and programs.
8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference: N o n e

To be indicated in the Perpetual Index under the following subjects:

APPOINTMENT	OFFICIALS
ASSIGNMENTS	RECRUITMENT
BUREAUS AND SERVICES	

Learn DM Operational Guidelines Pending Appointment of Usce & Asec
0510-August 01, 2016/August 02, 2016