



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

Office of the Schools Division
Superintendent

January 25, 2023

DIVISION MEMORANDUM
No. 032, s. 2023

**REVISED DESIGNATION OF UNDERSERETARIES AND ASSISTANT SECRETARIES TO
THEIR STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES AND REVISED
SIGNING AUTHORITIES**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary and Secondary School Heads
Teaching and Non-teaching Personnel
All Others Concerned

1. Pursuant to DepEd Order No. 001, s. 2023, pertaining to the recently concluded Strand Management Review (MR) on Organization and Workforce Capacity as the preliminary activity to the proposed reengineering of the Department of Education (DepEd), this Office disseminates the amendments of the following: (a) DepEd Order 45, s. 2022, re: **“DESIGNATING THE UNDERSECRETARIES AND ASSISTANT SECRETARIES TO THEIR STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES,”** (b) DepEd Order 46, s. 2022, re: **“AMENDMENTS TO DEPED ORDER NO. 043, S. 2022 (Omnibus Travel Guidelines for all Personnel of the Department of Education),”** (c) DepEd Order 42, s. 2022 re: **“DELEGATION OF SIGNING AUTHORITY TO THE UNDERSECRETARY-CHIEF OF STAFF,”** and (d) DepEd Order No. 23, s. 2021 re: **“AMENDMENT TO DEPED ORDER NO. 008, S. 2021 (Revised Signing Authorities for Administrative and Financial Matters in the Department of Education).”** This is a necessary step in ensuring the proper alignment of the DepEd’s mandates, processes, and systems towards the effective implementation of the Basic Education Development Plan (BEDP) 2030, the continuous improvement of DepEd’s Quality Management System (QMS), and the proper alignment of the current organization with the DepEd’s approved organizational structure and clustering of offices in its 2013 Rationalization Program.

2. This Order is being issued pursuant to the provisions of the Revised Administrative Code, Republic Act (RA) No. 9155, also known as the Governance of Basic Education Act of 2001, and other existing laws, which empower the Secretary to delegate authority to the officers and employees under her direction, and to promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws, the same being incidents of the Secretary’s power of supervision and control over the DepEd, her responsibility for the exercise of DepEd’s mandate, powers, and functions, and her overall authority over the operations of the DepEd.



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

3. Consistent with the principles of accountability and shared governance, and guided by the policy of ensuring harmony, synchronicity, interdependence, and unity in the working relationships within and between the different strands under DepEd, the foregoing delegations of authority and designations aim to improve upon the previous reporting structures, functions, and staffing complements of the DepEd bureaus, services, divisions, offices, and units to ensure their relevance and responsiveness to the changing environment, the development needs of the learners and stakeholders, and the pursuit of long-term education

reforms at various organizational levels.

4. In delineating the authorities and accountabilities of the Executive Committee (ExeCom) members over their respective functional areas of responsibility, and the offices and units under them, this Order shall likewise place certain DepEd offices and units in their appropriate strand based on the similarity of functions and objectives of the offices and units. Accordingly, the organizational strands of the DepEd:

- a. **Curriculum and Teaching (CT)**
- b. **Human Resource and Organizational Development (HROD)**
- c. **Operations (OPS)**
- d. **School Infrastructure and Facilities (SIF)**
- e. **Legal and Legislative Affairs (LLA)**
- f. **Administration (ADMIN)**
- g. **Finance**
- h. **Procurement**

5. Section 6 of DO 045, s. 2022, is amended to read as follows:

6. In light of the foregoing, in the interest of the service, and pursuant to existing laws, the following directives are issued:

6.1 Designating the undersecretaries and Assistant Secretaries to their organizational strands. The Undersecretaries and Assistant Secretaries are designated to their organizational strands, to exercise supervision and control over their designated DepEd organizational units and functional areas of responsibility, as follows:

a. **Curriculum and Teaching.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, CT shall ensure that the organizations focuses on the delivery of a relevant, responsive, and inclusive basic education program around which all other strands and offices provide support. It shall lead to the continuous improvement of research-based curriculum and teaching practices, supported by appropriate learning delivery and assessment models and quality learning resources. Accordingly, the functional areas of CT shall include, but not be limited to, the following:

- Curriculum Development
- Learning Delivery
- Education Assessment and Research
- Learning Resources



Address: Dampas District, Tagbilaran City, Bohol

Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

Email Address: tagbilarancity.division@deped.gov.ph

- Alternative Education (Alternative Learning System)

1. GINA O. GONONG

Undersecretary for Curriculum and Teaching

2. ALMA RUBY C. TORIO

Assistant Secretary for Curriculum and Teaching

- Curriculum Development, Learning Resources, and Learning Delivery

- Bureau of Curriculum Development
 - Curriculum Standards Development Division
 - Special Curricular Programs Division
- Bureau of Learning Resources – Manila and cebu
 - Learning Resources Production Division
 - Learning Resources Quality Assurance Division
- Bureau of Learning Delivery
 - Teaching and Learning Division
 - Student Inclusion Division
 - Indigenous People’s Education Office

3. G. H. S. AMBAT

Assistant Secretary for Curriculum and Teaching

- Education Assessment and Alternative Learning System

- Bureau of Education Assessment
 - Education Assessment Division
 - Education Research Division
- Bureau of Alternative Education
 - Policy and Quality Assurance Division
 - Program Management and System Development Division
- Literacy Coordinating Council Secretariat

- Human resource and Organizational Development (HROD).** In performing its mandates, powers, and functions under existing laws and DepEd issuances, HROD shall take the lead in ensuring that holistic and integrated approaches/strategies are undertaken in the development of policies, plans, programs, guidelines, and standards on human resource management and organizational development for DepEd teaching and non-teaching personnel, including the monitoring and evaluation of their implementation with a view towards continuous improvement.

1. GLORIA JUMAMI-MERCADO

Undersecretary for Human Resource and Organizational Development

- Bureau of Human Resource and Organizational Development
 - Human resource Development Division
 - Organization Effectiveness Division
 - School Effectiveness Division



Address: Dampas District, Tagbilaran City, Bohol

Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

Email Address: tagbilarancity.division@deped.gov.ph

- iv. Employee Welfare Division
 - a. Employee Health and Wellness Center
 - v. Personnel Division

- b. National Educators Academy of the Philippines
 - i. Professional Development Division
 - ii. Quality Assurance Division

- c. Teacher Education Council Secretariat

c. **Operations.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, OPS shall ensure that DepEd, as an organization, shall be capacitated to continuously improve and be strategic in managing the environment in which **teaching and learning** takes place. Accordingly, the functional areas of OPS shall include, but not limited to, the following:

- Promoting non-curriculum-based learner development programs and services
- Advancing education support services that promote 'learner readiness'
- Managing disasters and risk factors that potentially affect the learning environment

1. REVSEE A. ESCOBEDO

Undersecretary for Operations

- a. Learner Rights and Protection Office
- b. Disaster Risk Reduction Management Service

2. FRANCIS CESAR B. BRINGAS

Assistant Secretary for Operations

- a. Field Operations (including regional Offices, Schools Division Offices and Schools and Learning centers)
- b. Private Education Office
- c. Palarong Pambansa Secretariat

3. DEXTER A. GALBAN

Assistant Secretary for Operations

- a. Bureau of Learner Support Services
 - i. School health Division
 - ii. School Sports Division
 - iii. Youth Formation Division

d. **School Infrastructure and Facilities.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, SIF shall be primarily responsible for formulating and enforcing the policies, standards and guidelines for the effective and efficient implementation of DepEd programs and projects for providing appropriate educational facilities and infrastructure to foster environments that are most conducive to teaching and learning activities.

1. EPIMACO V. DENSING III

Undersecretary for School Infrastructure and Facilities

- a. Education Facilities Division



Address: Dampas District, Tagbilaran City, Bohol

Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

Email Address: tagbilarancity.division@deped.gov.ph

- b. School Infrastructure Program Management Office
- e. **Legal and Legislative Affairs.** In Performing its mandates, powers, and functions under existing laws and DepEd issuances, LLA shall have the key focus of enhancing the capacity of the DepEd matters with legal implications, including the rendition of timely legal advice and opinions; the just and speedy investigation, adjudication, and resolution of disciplinary cases; the effective use and conduct of the different modes of alternative dispute resolution in the DepEd; the responsive and timely conduct of legal review, the formulation of rules, regulations, and guidance documents. LLA shall likewise proactively move the DepEd's legislative agenda.

- 1. **JOSE ARTURO C. DE CASTRO**
Undersecretary for Legal and Legislative Affairs

- 2. **AMANDA MARIE F. NOGRALES**
Assistant Secretary for Legal and Legislative Affairs

- a. Legal Service
 - i. Investigation Division
 - ii. Legal Division
- b. Sites Titling Office
- c. Legislative Liaison Office
- d. Alternative Dispute Resolution Office

- f. **Administration.** In Performing its mandates, powers, and functions under existing laws and DepEd issuances, ADMIN shall focus on strengthening the administrative services of the DepEd to ensure that the entire organization is effectively and efficiently supported.

- 1. **KRISTIAN R. ABLAN**
Undersecretary for Administration

- 2. **CHRISTOPHER LAWRENCE S. ARNUCO**
Assistant Secretary for Administration

- a. Administrative Service
 - i. General Services Division
 - ii. Asset Management Division
 - iii. Cash Division
 - iv. Records Division
 - v. Security Services
- b. Planning Service
 - i. Educational Management Information System Division
 - ii. Planning and Programming Division
 - iii. Policy research and Development Division
- c. Information and Communication Technology Service
 - i. Solutions Development Division



- ii. Technology Infrastructure Division
 - iii. User Support Division
- d. Teachers in Baguio City and Bagabag, Nueva Vizcaya
- g. **Finance.** In Performing its mandates, powers, and functions under existing laws and DepEd issuances, Finance shall ensure proper management of the DepEd's budgetary and financial matters in order to support its operations. It shall likewise ensure that the relevant financial and budgetary data or information of the DepEd are properly recorded, safekept, and made available when needed by the Secretary or any member of the DepEd ExeCom or whenever necessary for DepEd's compliance with the reportorial requirements of government oversight agencies (e.g, DBM, COA, etc.) in accordance with the procedures and limitations set by law. It shall also ensure efficient and effective management of capital intensive foreign-assisted programs and projects.

1. ANNALYN M. SEVILLA

Undersecretary for Finance

- a. Finance Service
 - i. Accounting Division
 - ii. Budget Division
 - iii. Employees Accounts Management Division
 - b. Project Management Service
 - i. Project Development Division
 - ii. Project Management Division
 - c. Education Programs Management Office
 - d. Voucher Program Management Office
- h. **Procurement.** In Performing its mandates, powers, and functions under existing laws and DepEd issuances, Procurement shall ensure that the DepEd's conduct of its procurement activities of its procurement activities are compliant with all applicable laws, policies, standards, guidelines, and procedures of goods, consulting services, and contracts for infrastructure projects pursuant to RA 9184 and its Implementing Rules and Regulations.

1. GERALD L. CHAN

Undersecretary for Procurement

2. OMAR ALEXANDER V. ROMERO

Assistant Secretary for Procurement

- a. Procurement Management Service
 - i. Contract Management Division
 - ii. Procurement Planning Management Division
 - iii. Bids and Awards Committee Secretariat Division

6.2 Office of the Secretary (OSEC). The foregoing designations notwithstanding, the Secretary shall retain the authority and responsibility for the exercise of the mandate of DepEd, and for the discharge of its powers and functions vested by law,



Address: Dampas District, Tagbilaran City, Bohol

Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147

Email Address: tagbilarancity.division@deped.gov.ph

in line with her power of supervision and control over the DepEd, and her overall authority over the operations of the DepEd. Accordingly, and in addition to exercising the power to delegate authority to DepEd officials under her direction, the Secretary may place organizational strands, units and functional areas of responsibility directly under OSEC, as may be deemed necessary in the interest of the service, and for the efficient administration and for the proper execution of the laws.

a. **Strategic Management (STRATMA)**. In Performing its mandates, powers, and functions under existing laws and DepEd issuances, STRATMA shall provide the overall strategic management of DepEd in order to enable the organization to calibrate and pursue its long-term directions, and to effectively interface with the internal and external environment. With its functional areas being inclusive of, but not limited to, policy development, enhancement, and monitoring, STRATMA shall be under the direct supervision and control of the OSEC, and shall cover the following DepEd services, divisions and units:

- a. Public Affairs Service
 - i. Communications Division
 - ii. Publications Division
 - iii. Public Assistance Action Center
- b. External Partnership Service
 - i. Internal Cooperation Office
- c. Internal Audit Service
 - i. Internal Cooperation Office
 - ii. Operations Audit Division

The Secretary shall be assisted by the members of her immediate staff at the OSEC, headed by **SUNSHINE CHARRY FAJARDA** and by **MICHAEL WESLEY T. POA**, DepEd Spokesperson.

6. The following are attached and shall form an integral part of this DO:
- a. Annex A: DepEd Reporting Structure
 - b. Annex B: Revised Strand Assignments
 - c. Annex C: Revised Signing Authorities
 - d. Annex D: Revised Composition of the National Performance Management Team and Central Office Performance Management Team.

7. Except for the amendments mentioned above and detailed in the attached annexes, all other provisions under DO 45, s. 2022, DO 46, s. 2022, DO 43, s. 2022, DO 42, s. 2022, DO 23, s. 2021 and DO 08, s. 2021 which are not conflicting with the amendments mentioned above and in the attached annexes, shall remain effect until repealed, modified, or amended accordingly.

8. In connection with the exercise of their authority, the foregoing officials are enjoined to observe the relevant laws, policies, rules and regulations to ensure the legality and validity of all their acts performed pursuant to this Order. All DepEd officials and employees shall give their full support and cooperation to the foregoing officials in the exercise of their duties and responsibilities.




Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

9. The foregoing officials shall continue to be under the supervision and control of the Secretary.

10. Nothing in this Order shall preclude the Secretary from signing documents, if necessary in the interest of the service, and from exercising her authority and mandate under RA 9155, EO No. 292, s. 1987, and other existing laws.

11. Immediate dissemination of and strict compliance with this Memorandum is directed.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent 

JIAL/CPC/ADMIN/ATM/art



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph