



21 December 2015

**DIVISION MEMORANDUM**

No. 223, s. 2015

**REDEFINING THE FUNCTIONS, OPERATION AREAS, TECHNICAL SUPPORT AND OTHER ASSIGNMENTS OF SENIOR EDUCATION PROGRAM SPECIALIST (SEPS), EDUCATION PROGRAM SPECIALIST II (EPS-II), LIBRARIAN II, PROJECT DEVELOPMENT OFFICER II (PDO-II), PLANNING OFFICER III AND ENGINEER III**

To: OIC-Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors (EPS)  
Public Schools District Supervisors (PSDS)  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In view of DepED Rationalization Program, the Schools Division Office (SDO) is redefining the functions, operation areas, programs, activities, projects, technical support and other assignments of key officials under Schools Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID) effective **January 04, 2016**.
2. The main functions of the following personnel are hereby redefined and reiterated:
  - 2.1 **Senior Education Program Specialist (SEPS) SG-19.** To provide technical support, analysis, evaluation and inputs on the following areas: a.) preparing and updating of the school division's 6-year strategic plan and annual work plans; b.) implementing of quality management systems; c.) strengthening and sustaining relationships and collaboration of education partners and stakeholders; and d.) implementing of a strategic human resource development (HRD) plan, operationalize the HRD systems and develop its components to suit the local situation.
  - 2.2 **Education Program Specialist II (EPS-II) SG-16.** To assist the Chiefs, Education Program Supervisors (EPS) and SEPS in gathering data, analysis, presentation, implementation and assessment on the following areas: a.) implementing of quality management systems; b.) maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services, c.) strengthening and sustaining relationships and collaboration of education partners and stakeholders; and d.) providing basic education services to out-of-school children, youth and adults.
  - 2.3 **Project Development Officer II (PDO-II) SG-15.** The PDOs-II are assigned either in LRMS or DRRM with the following separate functions namely:
    - a.) PDO-II under LRMS shall assist the LRMS supervisor in forming and supporting the various LR design and development teams, coordinating schedules content developers and target outputs and sourcing out the necessary support for the teams including providers for needed competencies; and
    - b.) PDO-II under DRRM shall provide technical assistance to schools and learning centers in identifying, assessing and reducing the risks of disaster to educational facilities, workers and learners and dealing with environmental and other hazards that could trigger disaster in coordination with national and provincial DRRM Councils.
  - 2.4 **Librarian II (SG-15).** To provide technical assistance to the Library Hubs, school Libraries and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services. To manage, maintain and monitor uploaded and catalogue of materials in the LRMS portal and maintain the schools division library.

**2.5 Planning Officer III (SG-18).** To provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation and policy direction as well as, ensure basic education data quality and access by intended users and monitor and evaluate implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers.

**2.6 Engineer III (SG-19).** To provide technical services for schools, learning centers, and the SDO to have a physical environment that is conducive to effective teaching, learning and working by ensuring access to adequate, structurally and physically safe buildings, grounds and facilities according to the requirements and standards on an education and work facility that is environmentally sustainable, hazard free, gender sensitive and friendly to people with disability.

3. The following shall serve as guidelines among SEPS, EPS-II, Librarian, PDO-II, PO-III and Engineer III:

3.1 They shall provide technical support and assistance to Superintendency, Chiefs, EPS and other concerned officials on their respective operation areas and other portfolios and prepare and present Terminal Analysis and Post-Evaluation Reports right after the conduct or implementation of Programs, Activities and Projects (PAPs).

3.2 The focus of technical support and assistance, and provisions to schools and learning centers of said officials shall be purposive and research-based that is aligned, complementary-supported and in conjunction with the office of the SDS, CID and SGOD.

3.3 The above-mentioned officials are instructed to conduct activities, transact businesses and travel in schools and learning centers upon the recommendation and in consultation with their respective Chiefs and/or Superintendency.

3.4 If possible, the said personnel are advised to hold Division activities on Thursdays until weekends in consonance with DepED Order No. 9, s. 2005 on Time-on-Task.

3.5 Before travelling, the SEPS, EPS-II, Librarian PDOs, PO and Engineer shall present and submit first a monitoring/terminal report to their respective chiefs and ASDS before the approval of their next travel.

6. For information, guidance and compliance.



**RONALDO A. POZON, Ph.D., CESO V**  
Schools Division Superintendent

Encl. As stated.

Reference: DepED Rationalization Program SDO Functions  
Results-based Performance Management System

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

ASSIGNMENTS  
COORDINATORSHIPS  
EDUCATIONAL FACILITIES  
FUNCTIONS  
GUIDELINES

OPERATIONS  
PLANNING  
PORTFOLIOS  
SPECIALISTS



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Memo\_Functions

**OPERATION AREAS, PROGRAMS, ACTIVITIES, PROJECTS, TECHNICAL SUPPORT AND OTHER ASSIGNMENTS OF  
Senior Education Program Specialist (SEPS), Education Program Specialist II (EPS-II) Project Development Officer II (PDO-II) and Planning Officer III**

No.	Name of Specialists	Position & Salary Grade	Operation Areas	Programs	Activities	Project	Technical Support	Other Assignment
<b>SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)</b>								
1	GALINDO, Elizabeth DG.	SEPS (SG-19)	School Management Monitoring & Evaluation	Quality Assurance Management System	SDO Evaluation	Assessment	Best Practices and Benchmarking	Accomplishment Report
2	RAMOS, Florentino O.	EPS-II (SG-16)						
3	GAPUD, Irylaine T.	SEPS (SG-19)	Social Mobilization and Networking	Resource and Personnel Mobilization	Stakeholders' Forum	Advocacy Campaigns	Partnership and Linkages	Outreach Program and Relief Operation
4	DE CASTRO, Arnold D.	EPS-II (SG-16)						
5	GAMINO, Malou	PDO-II (SG-15)	DRRM	School Safety and Security (Child-Friendly)	Preparedness and Emergency Drill	RADAR		
6	POLINTAN, Ramil P.	SEPS (SG-19)	Planning & Research	Research & Development	Research Congress	Research Anthology	Performance Indicators	DEDP and DQMT Member
7	ELEGADO, Roderic S.	PO (SG-18)	Planning	LIS		e-BEIS		
8	FUERTEZ, Ener C.	Engr.III (SG-19)	Educational Facilities	Inspection and Construction	Facilities Repair, Demolition and Condemnation	Preservation of Heritage Building	School Mapping, Inventory of Bldgs. & Educ. Facilities	BAC TWG Inspectorate Team
9	DIAMANTE, LULU B.	SEPS (SG-19)	Human Resource Development	Professional and Career Development	Induction, Succession and Exit Programs	Scholarship and Prof'l. Coordination	Training and Development	Rewards and Recognition Program
10	MANIBOG, Eleanor A.	EPS-II (SG-16)						
<b>CURRICULUM IMPLEMENTATION DIVISION (CID)</b>								
11	MERCULIO, Marichelle M.	EPS-II (SG-16)	ALS (CD-I)	IPED	Literacy Surveillance Findings and Mapping	Assessment, Monitoring & Evaluation of Participants and Learners	Learning Sessions	CLC Support
12	CHIOCO, Cristina	EPS-II (SG-16)	ALS (CD-II)	ADM Support			Learning Materials	Open HS Support
13	CABALLERO, Marjorie R.	EPS-II (SG-16)	ALS (CD-III)	Reading Prog. Support			Advocacy	Publication Support
14	ANGELES, Mauricio F.	EPS-II (SG-16)	ALS (CD-IV)	ALS Testing			Developmental Activities	ELLN Support
15	DONELO, Erwin T.	EPS-II (SG-16)	Senior High School Prog. (SH-ALS) Assistance	SH Listing and Voucher System	SH Training Support	SH Campaign Ads	SH Application	Media Support
16	Vacant	PDO-II (SG-15)	LRMDS Support	LRMDS Portal Maintenance and Development	LRMDS Training & Campaign	Learning Resource Centers and Libraries	System Maintenance and Tracking	Division Website Support
17	BANAYAT, Jennifer	Lubrarian II (SG-15)	Library Science	Library Hub Support	Book Month		Card Catalogue in LRMDS Portal	e-Library and Online Cataloguing

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