



January 17, 2018

DIVISION MEMORANDUM

No. 054-A, s. 2018

**Designation Order**  
**Senior Education Program Specialist (SEPS)**

TO: **XAVIER S. FUENTES**  
Senior Education Program Specialist  
Planning and Research  
School Governance and Operations Division

In the exigency of the service, you are hereby designated as the **Senior Education Program Specialist for Research** and **Division Research Focal Person (SGOD)**. With this, you shall have the following duties and responsibilities:

**Planning Frame, Systems, and Plans**

1. Provide technical inputs and support to the crafting of the first draft of the School Division's Strategic and Operational Plans (6-year DEDP and SDO annual work and financial plans) to facilitate the crafting of the plan for the Schools Division.
2. Prepare the final draft of the school division's strategic plan (DEDP) based on output of the Division Planning Team for review of the Chief of Governance and Operation and approval of the SDS.
3. Prepare the final draft of the Annual Implementation Plan and subsequent adjustments based on the output of the Division Planning Team for review of the Chief Governance and Operation and approval of the SDS.
4. Develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division Office and in schools and learning centers towards continuous improvement of the system.
5. Assess reports and data gathered on the planning system and submit recommendations for policy formulation on matters relevant to education planning system, planning standards and criteria, and planning processes based on action research.
6. Coordinate preparation by the Planning Team of the Annual Accomplishment Report against plans of the schools division for submission to the management of the schools division.

**Basic Education Information System Maintenance and Report Generation**

7. Prepare descriptive and analytical reports of processed basic education data and its implications, to be used as basis for facts-based and data driven planning and decision making.
8. Consolidate, analyze, and validate requirements of schools and learning centers as basis for reliable and accurate resource allocation.
9. Lead in designing, coordinating and implementing policy and planning research studies as identified by M&E reports, TA reports, the management of the schools division, schools and learning centers.

**Research**

10. Facilitate the management of research submissions to the Schools Division Office.

**Technical Assistance**

11. Provide Technical Assistance to schools and learning centres by responding to the identified needs in relation to planning and other matters on governance and operations.

All memoranda and previous related issuances inconsistent herewith are deemed repealed accordingly.

This designation shall take effect immediately.



**WINNIE E. BATOON, EdD**

Officer in Charge

Officer of the Schools Division Superintendent

Encls:

References:

To be indicated in the Perpetual Index under the following subjects:  
DESIGNATION ORDER SGOD

xsf: designation order senior education program specialist  
01/17/2018

DepEd Schools Division of Div

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