



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 047, s. 2022

January 20, 2022

COMPOSITION OF THE DIVISION PLANNING TEAM (DPT)

To: Assistant Schools Division Superintendent
Curriculum Implementation Division
Schools Governance and Operations Division
Education Program Supervisors
Unit/Section Heads
All other Concerned Personnel

1. Republic Act No. 9155, otherwise known as the *Governance of Basic Education Act of 2001*, institutionalized a framework of governance of Basic Education, establishing authority and accountability at various levels of governance in the Department. At the Division level, contextualized plans are crafted to fulfill the Department's vision and mission through the Division Education Development Plan (DEDP).
2. Anent to this, a Division Planning Team (DPT) is hereby created to lead in the preparation of the DEDP, Annual Implementation Plan (AIP), and Annual Accomplishment Report (AAR). Based on the DepEd Office Functions and Job Descriptions issued through an unnumbered memorandum dated January 25, 2018, from the office of Usec. Jesus Lorenzo R. Mateo, the following personnel are hereby designated to compose the DPT:

Chairperson:	Basilio P. Mana-ay Jr. Assistant Schools Division Superintendent
Co-Chairperson:	CID Chief - Beverly S. Daugdaug SGOD Chief - Sollie B. Oliver
Members:	Admin Officer V - Francis Jude D. Alcomendras Budget Officer - Neptune L. Tambilawan Accountant - Noreliza A. Misal EPS - Tito M. Endrina - Gervacio R. Salinas Jr. EPS SGOD - Cherrie Anne B. Bohol

Encls:

References: RA 9155 – Governance of Basic Education Act of 2001
Unnumbered Memorandum from the office of Usec. Jesus Lorenzo R. Mateo
dated January 25, 2018

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

ama: composition of the division planning team (dpt)
20 January 2022





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EPS LRMDs - Mishel C. Cadungog
 PSDS - Clarence S. Pillerin
 - Cherry Rossette E. Oliva
 - Ida I. Juezan
 SEPS HRD - Ronald B. Dedace
 ENGINEER III - Helen N. Franconas
 HNU Head - Dr. Jasmine A. Asarak
 ITO - Stephen R. Pascual

Secretariat: SEPS - Xavier S. Fuentes
 - Eleser D. Mateo
 PO III - Airon M. Alejandro
 EPS II - Cecile C. Uy

3. The duties and functions of the DPT are as follows:

<p>Chairperson</p>	<ul style="list-style-type: none"> • Lead in the preparation of the Division Basic Education Plan (DEDP) and Review, Assessment of Programs Projects and Activities • Lead in the crafting of Annual Implementation Plan (AIP) • Evaluates and recommends for approval to the Schools Division Superintendent the Division strategic and operational plans • Assesses reports and data gathered in the implementation of the planning system • Reviews and recommends for approval to the Schools Division Superintendent submitted suggestions and recommendations for policy formulation on matters relevant to educational planning <p>Conducts periodic monitoring of the implementation of programs, projects and activities in the Division.</p>
<p>Co-Chairperson CID</p>	<ul style="list-style-type: none"> • Provides technical assistance in the preparation of the division's strategic and operational plans • Assesses reports and data gathered in the implementation of the planning system • Oversees the preparation and review of the draft of the division's strategic and operational plans • Develops approach method for monitoring and evaluating the implementation of Programs, Activities, and Projects • Leads in the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report • Conducts periodic monitoring of the implementation of programs, projects, and activities in the division • Leads CID Team in the implementation of PAPs in their functional division
<p>Co-Chairperson SGOD</p>	<ul style="list-style-type: none"> • Provides technical assistance in the preparation of the division's strategic and operational plans • Assesses reports and data gathered in the implementation of the planning system





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	<ul style="list-style-type: none"> • Oversees the preparation and review of the draft of the division's strategic and operational plans • Develops approach method for monitoring and evaluating the implementation of Programs, Activities, and Projects • Leads in the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report • Conducts periodic monitoring of the implementation of programs, projects, and activities in the division • Leads SGOD Team in the implementation of PAPs in their functional division
<p>Member Administrative Officer V</p>	<ul style="list-style-type: none"> • Provides technical inputs in the preparation of the division's strategic and operational plans • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running • Conducts periodic monitoring of the implementation of programs, projects, and activities in the division • Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
<p>Member Budget Officer</p>	<ul style="list-style-type: none"> • Provides technical inputs in the preparation of the division's strategic and operational plans • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running • Conducts periodic monitoring of the implementation of programs, projects, and activities in the division • Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report • Ensures proper utilization of funds in the planning and implementation of PAPs based on accounting and auditing rules and regulations
<p>Member Accountant III</p>	<ul style="list-style-type: none"> • Provides technical inputs in the preparation of the division's strategic and operational plans • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running • Conducts periodic monitoring of the implementation of programs, projects, and activities in the division • Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report





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	<ul style="list-style-type: none"> Ensures proper utilization of funds in the planning and implementation of PAPs based on accounting and auditing rules and regulations
Member Education Program Supervisors	<ul style="list-style-type: none"> Provides technical inputs in the preparation of the division's strategic and operational plans Provides data on areas of expertise that are relevant in the planning activities of the division Submits necessary documents or planning inputs required in keeping planning systems and processes running Conducts periodic monitoring of the implementation of programs, projects, and activities in the division Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
Member Education Program Supervisors (SGOD)	<ul style="list-style-type: none"> Provides technical inputs in the preparation of the division's strategic and operational plans Provides data on areas of expertise that are relevant in the planning activities of the division Submits necessary documents or planning inputs required in keeping planning systems and processes running Conducts periodic monitoring of the implementation of programs, projects, and activities in the division Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
Member Education Program Supervisors (LRMDS)	<ul style="list-style-type: none"> Provides technical inputs in the preparation of the division's strategic and operational plans Provides data on areas of expertise that are relevant in the planning activities of the division Submits necessary documents or planning inputs required in keeping planning systems and processes running Conducts periodic monitoring of the implementation of programs, projects, and activities in the division Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
Member Public Schools District Supervisors	<ul style="list-style-type: none"> Provides technical inputs in the preparation of the division's strategic and operational plans Provides data on areas of expertise that are relevant in the planning activities of the division Submits necessary documents or planning inputs required in keeping planning systems and processes running Conducts periodic monitoring of the implementation of programs, projects, and activities in the division Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
Member SEPS HRD	<ul style="list-style-type: none"> Provides technical inputs in the preparation of the division's strategic and operational plans





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	<ul style="list-style-type: none"> • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running • Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report • Aligns the competency-based learning and development plans to the strategic and operational plans of the division • Keeps a schedule of the PAPs for implementation for tracking and monitoring purpose
Member Engineer III	<ul style="list-style-type: none"> • Provides technical inputs in the preparation of the division's strategic and operational plans • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running • Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
Member Health and Nutrition Head	<ul style="list-style-type: none"> • Provides technical inputs in the preparation of the division's strategic and operational plans • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running • Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
Member Information Technology Officer III	<ul style="list-style-type: none"> • Provides technical inputs in the preparation of the division's strategic and operational plans • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running • Contributes to the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report • Maintains data integrity, storage, and security
Secretariat Planning, Research, and M&E Office	<ul style="list-style-type: none"> • Provides technical inputs in the preparation of the division's strategic and operational plans • Provides data on areas of expertise that are relevant in the planning activities of the division • Submits necessary documents or planning inputs required in keeping planning systems and processes running to the Chairperson





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	<ul style="list-style-type: none">• Technical assistance and inputs in the periodic monitoring of the implementation of programs, projects, and activities in the division• Technical Assistance and inputs in the preparation, enhancement, finalization, and submission of the Annual Accomplishment Report
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4. Moreover, the members shall include the preparation and review of the Annual Implementation Plan (AIP) of the Division Office for 2022 and succeeding years and preparation of the Annual Accomplishment Report.
5. For your guidance and compliance.

CRISTY C. EPE *ky* 1/20/2022

Schools Division Superintendent

