



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

February 01, 2024

DIVISION. MEMORANDUM
No. DTT, s. 2024

**REITERATION OF THE REVISED DESIGNATION OF
UNDERSECRETARIES AND ASSISTANT SECRETARIES TO THEIR
STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES AND
REVISED SIGNING AUTHORITIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Elementary and Secondary School Heads
Division Personnel
This Division

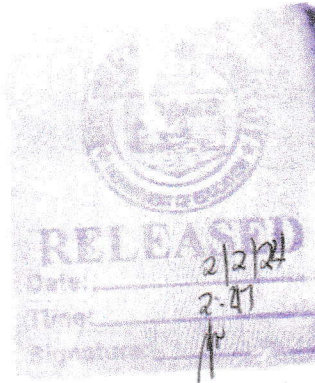
1. This office reiterates DepEd Order No. 001, s. 2023 entitled "**Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities**". The aforementioned DepEd Order was a result of the concluded Strand Management Review (MR) on Organization and Workforce Capacity, which is a preliminary activity to the proposed reengineering of the Department of Education.
2. Attention is hereby invited to **Annex C** thereof, entitled "**Revised Signing Authorities**".
3. This is to provide guidance to all personnel and to ensure appropriate signing authorities for **administrative** (*personnel appointments, personnel movements, official foreign travel, official local travel, personnel foreign travel, permission to outside study, teach or practice profession, application for sick/vacation/study/maternity/paternity leave and grant of service credits for teachers, retirement, resignation, termination of appointment and dropping from the rolls/ notice of salary adjustment NOSA and notice of step increment NOSI, authority to render overtime services, property and supply issuances and correspondence*) and **financial and procurement matters** (*activity request, authority to conduct and authority to procure/purchase request, bidding documents and other procurement-related documents, correspondence or notices, contracts, purchase orders, MOAs and other forms of agreement, authority to draw cash advance, sub-allotment release order, obligation request and status, inspection, acceptance and completion of deliveries, payroll for the payment of salaries and other benefits, disbursement vouchers, checks and list of due and demandable accounts payable-authority to debit account and other matters*).



4. For more details, please see the attached DepEd Order.
5. Immediate dissemination of and strict compliance with this Memorandum are directed.


SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent

Enclosure: DepEd Order No. 001, s. 2023
Reference: none





Republic of the Philippines
Department of Education

DepEd ORDER
No. **001**, s. 2023

JAN 09 2023

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

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Assistant Regional Directors
Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. With 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 deems it appropriate to amend 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,¹ Republic Act (RA) No. 9155, also known as the Governance of Basic Education Act of 2001,² and other existing laws, which empower the Secretary to delegate authority to the officers and employees under her direction,³ 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,⁴ the same being incidents of the Secretary's power of supervision and control over the DepEd,⁵

¹ Sections 6-11, Chap. 2; Section 40, Chap. 8, Book IV, Rev. Admin. Code (1987).

² Section 7, Republic Act (RA) No. 9155.

³ Section 7(8), Chap. 2, Book IV, Rev. Admin. Code (1987).

⁴ *Id.* at Section 7(4), Chap. 2, Book IV.

⁵ *Id.* at Section 6, Chap. 2; Sections 39-40, Chap. 8, Book IV.

her responsibility for the exercise of DepEd's mandate, powers, and functions,⁶ and her overall authority over the operations of the DepEd.⁷

3. Consistent with the principles of accountability and shared governance,⁸ 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 following are the organizational strands of the DepEd:

- a. **Curriculum and Teaching ("CT")⁹**
- b. **Human Resource and Organizational Development ("HROD")**
- c. **Operations ("OPS")¹⁰**
- 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 organization focuses on the delivery of a relevant,

⁶ *Id.* at Section 6, Chap. 2, Book IV.

⁷ Section 7, Chapter I, RA No. 9155.

⁸ *Id.* at Section 5.

⁹ Formerly Curriculum and Instruction.

¹⁰ Formerly Governance and Field Operations.

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
- Alternative Education (Alternative Learning Systems)

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

- a. Bureau of Curriculum Development
 - i. Curriculum Standards Development Division
 - ii. Special Curricular Programs Division
- b. Bureau of Learning Resources - Manila and Cebu
 - i. Learning Resources Production Division
 - ii. Learning Resources Quality Assurance Division
- c. Bureau of Learning Delivery
 - i. Teaching and Learning Division
 - ii. Student Inclusion Division
 - iii. Indigenous People's Education Office

3. G.H. S. AMBAT

Assistant Secretary for Curriculum and Teaching

- Education Assessment and Alternative Learning System

- a. Bureau of Education Assessment
 - i. Education Assessment Division
 - ii. Education Research Division
- b. Bureau of Alternative Education
 - i. Policy and Quality Assurance Division
 - ii. Program Management and System Development Division
- c. Literacy Coordinating Council Secretariat

- b. **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 JUMAMIL-MERCADO

Undersecretary for Human Resource and Organizational Development

- a. Bureau of Human Resource and Organizational Development
 - i. Human Resource Development Division
 - ii. Organization Effectiveness Division
 - iii. School Effectiveness Division
 - 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 be 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
- 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 to effectively cope with and address all 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 Communications Technology Service
 - i. Solutions Development Division
 - ii. Technology Infrastructure Division
 - iii. User Support Division
 - d. Teachers Camps 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. Employee 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 are compliant with all applicable laws, policies, standards, guidelines, and procedures on government procurement, inclusive of the procurement of goods, consulting services, and contracts for infrastructure projects pursuant to RA 9184 and its Implementing Rules and Regulations.

1. **GERARD 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 and 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, in line with her power of supervision and control over the DepEd,¹¹ and her overall authority over the operations of the DepEd.¹² Accordingly, and in addition to exercising the power to delegate authority to DepEd officials under her direction,¹³ 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 their efficient administration and for the proper execution of the laws.¹⁴

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. International Cooperation Office
- c. Internal Audit Service
 - i. Management Audit Division
 - ii. Operations Audit Division

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

¹¹ Section 6, Chap. 2, Sections 39-40, Chap. 8, Book IV, Rev. Admin. Code.

¹² Section 7, Chapter I, RA No. 9155.

¹³ Section 7(8), Chap. 2, Book IV, Rev Admin Code (1987).

¹⁴ *Id.* at Section 7(4), Chap. 2, Book IV.

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 (re: DepEd Representation to Inter-Agency Bodies, Board, Councils and Committees)**¹⁵
- c. Annex C: **Revised Signing Authorities**¹⁶
- d. Annex D: **Revised Composition of the National Performance Management Team and Central Office Performance Management Team**¹⁷

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 in 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.

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. This Order shall take effect immediately and shall remain in force until further orders. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

12. For more information, please contact the **Bureau of Human Resource and Organizational Development-Organization Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.oed@deped.gov.ph.

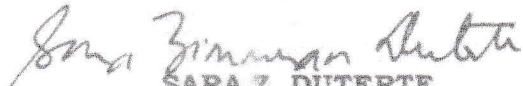
13. Immediate dissemination of and strict compliance with this Order is directed.



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DEPED-OSEC-479891


SARA Z. DUTERTE
Vice President of the Philippines
Secretary of the Department of Education

¹⁵ The heads of the respective strands, in coordination with the External Partnership Service, shall determine DepEd's representation for each of these bodies, boards, councils and committees.

¹⁶ This covers the delegated signing authorities, under DO 46, s. 2022, DO 43, s. 2022, DO 42, s. 2022, DO 23, s. 2021 and DO 08, s. 2021.

¹⁷ This shall supersede Office Order OO-OSEC-2022-116, dated December 29, 2022.

Encls.

As stated.

References:

DepEd Order: (Nos. 046, 045, 043, 042, s. 2022 and 08, 023, s. 2021)

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

AMENDMENT
AUTHORITY
BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS
POLICY
RULES AND REGULATIONS
SUPERVISION

JDM, APA, MPC (X) Revised Designation of User and ASec to their Strands
0006 - January 6, 2022