



Republic of the Philippines
Department of Education

30 OCT 2015

DepEd ORDER
No. **52**, s. 2015

**NEW ORGANIZATIONAL STRUCTURES OF THE CENTRAL, REGIONAL, AND
SCHOOLS DIVISION OFFICES OF THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

A. Background

1. In August 2001, Republic Act No. 9155 (RA 9155), *An Act Instituting A Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education, and for Other Purposes*, otherwise known as the *Governance of Basic Education Act of 2001*, was issued. It provided a framework for the governance of education, decentralizing governance to the field, and making the schools and learning centers the heart of the education system. The law also established the authority and accountability of the various organization levels of the Department of Education (DepEd).
2. In October 2004, Executive Order No. 366 (EO 366, s. 2004), *Directing A Strategic Review of the Operations and Organizations of the Executive Branch and Providing Options and Incentives for Government Employees Who May Be Affected by the Rationalization of the Functions and Agencies of the Executive Branch*, was issued. According to Section 2 of the said EO, the initiative aimed to: (a) focus government efforts and resources on its vital/core service; and (b) improve the quality and efficiency of government services delivery by eliminating/minimizing overlaps and duplication, and improving agency performance through the rationalization of service delivery and support systems, and organization structure and staffing (Section 2, EO 366, s. 2004).
3. In December 2011, DepEd embarked on the review and revision of its Rationalization Plan (RP) based on RA 9155 and long-term reforms needed in the education sector to respond to fast-changing demands of the local and global environment.
4. On November 15, 2013, the DepEd Rationalization Plan (RP) was approved by the Department of Budget and Management (DBM). The approval included the rationalized structure and staffing pattern of offices at the central, regional, and schools division levels.

B. Rationale of the Organizational Structures

5. The rationalized organizational structures and staffing patterns were a result of the thorough study of the DepEd Change Management Team (CMT) on the current structures, functions and staffing complement of the DepEd offices vis-à-vis the long-term education reforms, requirements of the learners and the changing environment, and national government policies.

6. The approved organizational structures are consistent with the provisions of RA 9155 in applying the principles of decentralization and shared governance to ensure accountability and relevance to the context, and development needs of the learners and stakeholders of the various organizational levels.

7. In developing the organizational structures, the DepEd CMT also identified the themes or organizational strands common to all levels of the Department. These organizational strands reflect the similarity of functions and objectives of offices and units. The organizational strands are as follows:

a. **Office of the Secretary:**

The Office of the Secretary (OSec) provides overall leadership and direction at the national level. Attached and support agencies to DepEd are included under the OSec.

b. **Curriculum and Instruction;**

This strand ensures that the organization focuses on the delivery of a relevant, responsive, and effective basic education curriculum around which all other strands and offices provide support.

c. **Strategic Management;**

This strand enables the organization to focus on long-term directions and interface with the internal and external environment and stakeholders.

d. **Governance and Operations;**

This strand ensures the capacity of the organization to continuously improve and be strategic in managing the environment for which “teaching and learning” takes place.

In accordance with RA 9155, the Secretary of Education delegates the supervision of field offices (regional and schools division offices) to the Undersecretary supervising the Governance and Operations strand.

d.1 The Office of the Regional Director provides leadership and management of the Department’s mandate at the regional level; and

d.2 The Office of the Schools Division Superintendent provides local management and administration of the Department’s mandate at the schools division level.

e. **Legal and Legislative Affairs;**

This strand enhances capacity of the organization to deal with legal matters and to be proactive in moving forward its legislative agenda.

- f. **Finance and Administration:**
This strand ensures the efficiency to support the organization as a whole to focus on its core business and thus attain its targets through the provision of finance and administrative services.
8. The following organizational actions were taken on the existing offices:
- a. Offices to be **retained** or **renamed** in the new structure;
 - b. Offices to be **transferred** to other bureaus/services or organizational strands;
 - c. Offices to be **merged** or **consolidated** due to similarity in objectives or functions;
 - d. Offices to be **upgraded** or **elevated** to address critical functions or adhere to existing government issuances;
 - e. Offices to be **abolished** but whose functions will be absorbed by other offices in the rationalized structure; and
 - f. Offices to be **created** to address critical functions performed by ad hoc committees or prescribed by government issuances.
9. Based on these actions, the following information are included in this Order:
- a. **Enclosure No. 1** presents the actions taken on the existing offices at the central, regional and schools division levels;
 - b. **Enclosure No. 2** presents the official organizational structures for the DepEd central, regional, and schools division offices;
 - c. **Enclosure No. 3** presents the counterpart offices of each organizational level according to the organizational strands; and
 - d. **Enclosure No. 4** presents the general functions of each office in each organizational level.
10. The regional and schools division offices are categorized based on size classification. The size classification will also determine the minimum staffing complement allocated to the following offices;
- a. Regional offices (ROs) shall be classified as small, medium or large; and
 - b. Schools division offices (SDOs) shall be classified as small, medium, large, or very large.
11. New offices to be established shall follow the approved organizational and staffing standards agreed upon by the DepEd and DBM.

C. Transitory Provisions

12. Given the changes in the organizational structures and functions of DepEd offices, the offices are given until the **end of December 2015** to complete their transition and assume the office functions in the rationalized structures. The completion of the

transition may be in different paces for offices due to their nature and scope and their respective transition processes.

13. The new Bureau of Human Resource and Organization Development (BHROD), under the Office of the Undersecretary for Governance and Operations, shall take the lead in managing the transition of offices and personnel to the rationalized structures. This shall be done in collaboration with the heads of offices for each strand/bureau/service/region and its sub-offices.

14. The BHROD shall identify appropriate transition strategies and mechanisms in the following areas:

- a. Personnel actions e.g. placement, transfers, etc.;
- b. Human resource development programs e.g. recruitment and selection, onboarding and capacity building;
- c. Physical infrastructure and locations of offices;
- d. Identification, revision and mapping of core work processes and systems;
- e. Role clarification of personnel and offices based on the new functions;
- f. Policy review and adjustments; and
- g. Communications and management of change.

15. **The new organizational structures, as indicated in Enclosure No. 2, shall take effect no later than January 01, 2016.**

- a. The following indicators shall signify that an office has transitioned to the new organizational structure:
 - a.1 The office is using the retained or new office title indicated in the approved organizational structure;
 - a.2 Personnel have been notified of their placement to the retained or new offices in the approved organizational structure;
 - a.3 The office is utilizing the approved staffing pattern in the recruitment and selection process;
- b. In support of the offices and personnel in this period of change, capacity development activities shall continue as necessary after the said date.

16. As there will be vacancies due to retirement, resignation or promotion of incumbents, the filling up of vacant positions shall continue to proceed through the regular recruitment and selection process.

17. For the DepEd Central Office, the following guidelines shall be followed:

- a. Communications will be addressed to the heads of offices;
- b. For new offices and those with no authorized head of office, the Secretary shall designate an officer-in-charge to lead the bureau/service and manage the transition activities;
- c. Personnel transferring to other offices may already do so provided the following conditions are present:

- c.1 Agreements have been made with the current office on the completion of deliverables and proper turn over of responsibilities to ensure smooth transition and continuity of program operations; and
 - c.2 Availability of physical space in the recipient office to accommodate the transferring of employee/s.
 - d. Movements of offices to new locations shall be on a staggered basis depending on the schedule of physical renovations and repairs.
18. The new organizational structures, as indicated in Enclosure No. 2, at the central, regional and schools division levels shall supercede previous issuances and policies pertaining to the old titles and functions of the offices.
19. All existing DepEd Memoranda, Orders, and other administrative issuances of similar nature, which are inconsistent with this Order, are hereby deemed repealed and superceded accordingly.
20. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

Encls.:
As stated

References:
DepEd Orders: Nos. 50, s. 2014; 27, s. 2014 and 53, s. 2013
DepEd Memorandum: Nos. 271 and 224, s. 2011; 451 and 469, s. 2004

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

BUREAUS AND OFFICES
CHANGE
EMPLOYEES
OFFICIALS
POLICY
RATIONALIZATION
RULES AND REGULATIONS
TRANSFER

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices**Central Office**

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
Office of the Secretary (OSEC)	retained	Office of the Secretary (OSEC)
OSEC - Proper	retained	OSEC - Proper
OSEC - Undersecretary for Programs and Projects	retained	OSEC - Undersecretary for Curriculum and Instruction
OSEC - Undersecretary for Regional Operations	retained	OSEC - Undersecretary for Governance and Operations
OSEC - Undersecretary for Legal and Legislative Affairs	retained	OSEC - Undersecretary for Legal and Legislative Affairs
OSEC - Undersecretary for Finance and Administration	retained	OSEC - Undersecretary for Finance and Administration
OSEC - Undersecretary for Partnerships and External Linkages (CT)	created	OSEC - Undersecretary for Partnerships and External Linkages (CT)
OSEC - Asst. Secretary for Legal and Legislative Affairs	retained	OSEC - Asst. Secretary for Legal and Legislative Affairs
OSEC - Asst. Secretary / Chief of Staff	created	OSEC - Asst. Secretary / Chief of Staff (CT)
<i>Office of Planning Service - Office of the Service Chief (with the rank of an Asst. Secretary)</i>	<i>transferred</i>	OSEC - Asst. Secretary for Governance and Operations
<i>Human Resource Development Service - Office of the Service Chief (with the rank of an Asst. Secretary)</i>	<i>transferred</i>	OSEC - Asst. Secretary for Curriculum and Instruction
<i>Finance and Management Service - Office of the Service Chief (with the rank of an Asst. Secretary)</i>	<i>transferred</i>	OSEC - Asst. Secretary for Finance and Administration
<i>Legislative Liaison Staff</i>	<i>created</i>	OSEC - Legislative Liaison Office
<i>Special Office/s: National Task Force on School Sites</i>	<i>created</i>	OSEC - Sites Titling Office
Internal Audit Service (IAS)		Internal Audit Service (IAS)
Office of the Director	retained	Office of the Director
Financial Audit Division	retained and renamed	Management Audit Division
Operations Audit Division	retained	Operations Audit Division
Teacher Education Council (TEC) Secretariat	retained	Teacher Education Council (TEC) Secretariat

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices

Central Office

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
Office of Planning Service (OPS)		Planning Service (PS)
Office of Planning Service - Office of the Service Chief (with the rank of an Asst. Secretary)	transferred	OSEC - Asst. Secretary for Governance and Operations
	created	Office of the Director
Planning and Programming Division	retained	Planning and Programming Division
Research and Statistics Division (RSD)	retained and renamed	Policy Research and Development Division
RSD - Database Management Unit	elevated	Education Management Information System Division
Project Development and Evaluation Division	transferred and renamed	Project Development Division under Project Management Service (PMS)
Physical Facilities and School Engineering Division	transferred and renamed	Education Facilities Division under Administrative Service
Technical Service (TS)		Public Affairs Service (PAS)
Office of the Service Chief	retained and renamed	Office of the Director
Educational Information Division	consolidated	Communications Division
Materials Production and Publication Division		Publications Division
Educational Audio-Visual Division		
Special Office/s: OSEC-Communications Unit, De-Txt Action Center, Public Assistance Action Center		
	<i>created</i>	Information and Communications Technology (ICT) Service
	<i>created</i>	Office of the Director
	<i>created</i>	Solutions Development Division
	<i>created</i>	Technology Infrastructure Division
FMS - Systems Division	<i>transferred and renamed</i>	User Support Division
Special Office/s: ICT Unit		

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices

Central Office

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
<i>Special Office/s: Adopt-a-School Program (ASP) Secretariat, International Cooperation Office, Special Events Unit</i>	<i>created</i>	External Partnerships Service (EPS)
<i>Special Office/s: Disaster Risk Reduction Management Office</i>	<i>created</i>	Disaster Risk Reduction Management Service (DRRMS)
Bureau of Elementary Education (BEE) Office of the Director Curriculum Development Division Special Education Division Bureau of Secondary Education (BSE) Office of the Director Curriculum Development Division (CDD) CDD - Population Education Unit Bureau of Alternative Learning Systems (BALS) Office of the Director Continuing Education Division Learning Resource Development Division	consolidated the 3 bureaus	Bureau of Curriculum Development (BCD) Office of the Director Curriculum Standards Development Division Special Curricular Programs Division Bureau of Learning Delivery (BLD) Office of the Director Teaching and Learning Division Student Inclusion Division
Other Offices in the 3 Bureaus:		
<i>BEE - Phil. Printing House for the Blind (PPHB)</i>		<i>Functions are absorbed by the Learning Resources Production Division under the Bureau of Learning Resources</i>
<i>Special Office/s: IPsEO, Office of Madrasah Education</i>		<i>Functions are absorbed by the Student Inclusion Division under Bureau of Learning Delivery</i>
BEE - Staff Development Division BSE - Staff Development Division (SDD) BSE - SDD Population Education Unit	merged	<i>Offices merged with NEAP and HRDS-Staff Development Division</i>

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices

Central Office

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
Bureau of Physical Education and School Sports (BPSS) Office of the Director Curriculum Development Division Physical Fitness, Sports and Staff Development Division	abolished per RA 9155	Functions related to curriculum development and delivery are absorbed by BCD and BLD Functions related to management of school sports programs and activities are absorbed by the School Sports Division under Bureau of Learner Support Services
National Education Testing and Research Center (NETRC) Office of the Director Test Development Division Test Administration Division Research Division	retained consolidated retained and renamed	Bureau of Education Assessment Office of the Director Education Assessment Division Education Research Division
National Science Teaching Instrumentation Center (NSTIC) Instructional Materials Council Secretariat (IMCS) <i>BEE - Phil. Printing House for the Blind (PPHB)</i> <i>Special Office: Library Hub (under Office of Usec for Finance and Administration)</i>	consolidated	Bureau of Learning Resources Office of the Director Learning Resources Production Division Learning Resources Quality Assurance Division <i>Functions are absorbed by the Learning Resources Production Division under the Bureau of Learning Resources</i> <i>Functions are absorbed by the Bureau of Learning Resources</i>
Health and Nutrition Center (HNC) Office of the Director School Health Division School Nutrition Division	retained merged	Bureau of Learner Support Services Office of the Director School Health Division

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices

Central Office

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
<i>Special Office/s: School Sports Events and Activities Unit (SSEAU); Physical Fitness, Wellness and Recreation Office (PFWRO)</i>	created	School Sports Division
<i>Special Office/s: Center for Student and Co-curricular Activities (CSCA)</i>	created	Youth Formation Division
Human Resource Development Service (HRDS)		
Personnel Division	transferred	<i>Personnel Division under Administrative Service</i>
Employee Welfare and Benefits Division <i>Note: Functions related to the management of the Provident Fund are absorbed by the Employee Account Management Division (EAMD) under Finance Service</i>	transferred and renamed	<i>Employee Welfare Division under Bureau of Human Resource and Organization Development</i>
Staff Development Division	merged	<i>Office merged with NEAP and the staff development divisions of the Bureaus</i>
National Educators Academy of the Philippines (NEAP) <i>BEE - Staff Development Division BSE - Staff Development Division BSE - SDD Population Education Unit HRDS - Staff Development Division</i>	merged	National Educators Academy of the Philippines (NEAP) Office of the Director Professional Development Division Quality Assurance Division
	created	Bureau of Human Resource and Organizational Development (BHRD) Office of the Director
<i>HRDS - Employee Welfare and Benefits Division</i>	<i>transferred and renamed</i>	Employee Welfare Division
	created	Human Resource Development Division

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices

Central Office

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
FMS - Management Division <i>Note: Functions related to the management of the Automatic Payroll Deduction System (APDS) are absorbed by the Employee Account Management Division (EAMD) under Finance Service</i>	<i>transferred and renamed</i>	Organization Effectiveness Division
	created	School Effectiveness Division
Education Development Projects Implementing Task Force (EDPITAF)		Project Management Service
Office of the Director	retained	Office of the Director
Technical Services Division	consolidated	Project Management Division
Administrative and Financial Services Division		
OPS - Project Development and Evaluation Division	<i>transferred and renamed</i>	Project Development Division
Financial Management Service (FMS)		Finance Service (FS)
Finance and Management Service - Office of the Service Chief <i>(with the rank of an Asst. Secretary)</i>	transferred	OSEC - Asst. Secretary for Finance and Administration
	<i>created</i>	Office of the Director
Accounting Division	retained	Accounting Division
Budget Division	retained	Budget Division
	<i>created</i>	Employee Account Management Division
Management Division <i>Note: Functions related to the management of the Automatic Payroll Deduction System (APDS) are absorbed by the Employee Account Management Division (EAMD) under Finance Service</i>	transferred and renamed	Organization Effectiveness Division under Bureau of Human Resource and Organization Development
Systems Division	transferred and renamed	User Support Division under the ICT Service
Payroll Services Division	abolished	

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices

Central Office

CURRENT OFFICES (since 2005)	ACTION	RATIONALIZED/NEW OFFICES
Administrative Service (AS)		Administrative Service
Office of the Director	retained	Office of the Director
Property Division	retained	Asset Management Division
Cash Division	retained	Cash Division
General Services Division	retained	General Services Division
Records Division	retained	Records Division
Teachers Camp	retained	Baguio Teachers Camp
Legal Division	elevated	<i>Legal Service</i>
<i>OPS - Physical Facilities and Schools Engineering Division (PFSED)</i>	<i>transferred and renamed</i>	Education Facilities Division
<i>HRDS - Personnel Division</i>	<i>transferred and renamed</i>	Personnel Division
<i>AS - Legal Division</i>	elevated	Legal Service Office of the Director Investigation Division Legal Division
Procurement Service		Procurement Management Service
Office of the Service Chief	retained and renamed	Office of the Director
	<i>created</i>	Procurement Planning and Management Division
Technical Support Division	retained and renamed	Contract Management Division
BAC Secretariat	Retained <i>- based on DBM NBC 2015-558</i>	BAC Secretariat Division
<i>Note: In the approved DepEd RP, functions for BAC Secretariat were to be absorbed by the new Procurement Planning and Management Division. However, DBM released NBC 2015-558 in June 04, 2015 retaining the BAC Secretariat.</i>		

DEPARTMENT OF EDUCATION

DBM-Approved Actions Taken on the Existing Offices**Regional Office**

CURRENT OFFICE/S	ACTION	RATIONALIZED OFFICE/S
Office of the Regional Director Office of the Assistant Regional Director	retained	Office of the Regional Director Office of the Regional Director - Proper Office of the Assistant Regional Director
Elementary Education Division Secondary Education Division Non-Formal Education / Alternative Learning System Division	consolidated	Curriculum and Learning Management Division Learning Resource Management and Development Section
Physical Education and School Sports Division	abolished	<i>abolished as per RA 9155 s. 2001</i>
Administrative Services Division	retained and renamed	Administrative Division Cash Payroll Services Personnel Records Property and Supply General Services
Budget and Finance Division	retained and renamed	Finance Division Accounting Budget
<i>no organizational unit in the 2005 structure</i>	created	<i>attached to the Office of the Regional Director</i> Legal Unit Public Affairs Unit ICT Unit
	created	Education Support Services Division School Health Education Facilities Special Programs and Services
	created	Quality Assurance Division
	created	Field Technical Assistance Division
	created	Policy, Planning and Research Division
	created	Human Resource Development Division

DEPARTMENT OF EDUCATION

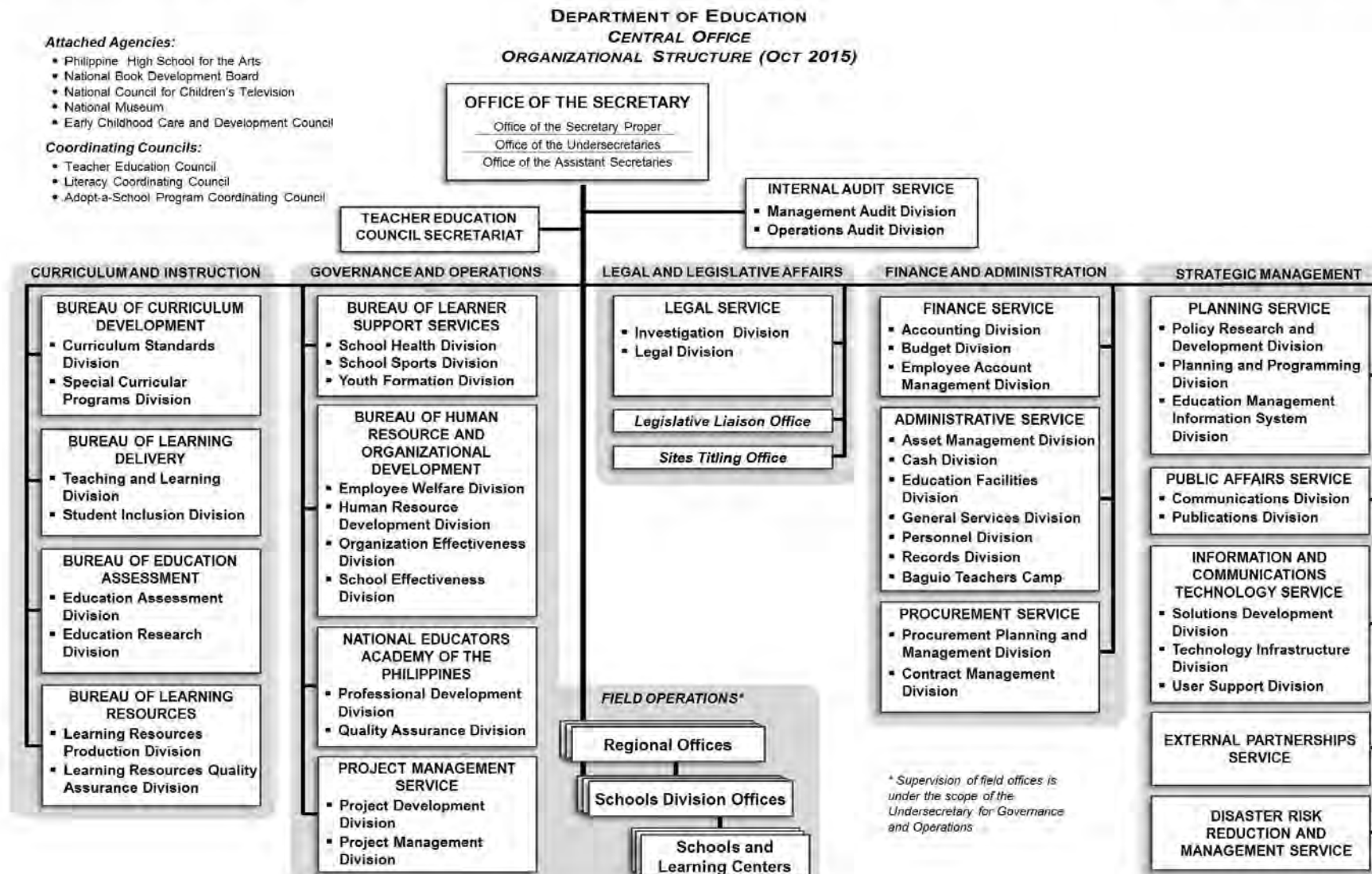
DBM-Approved Actions Taken on the Existing Offices

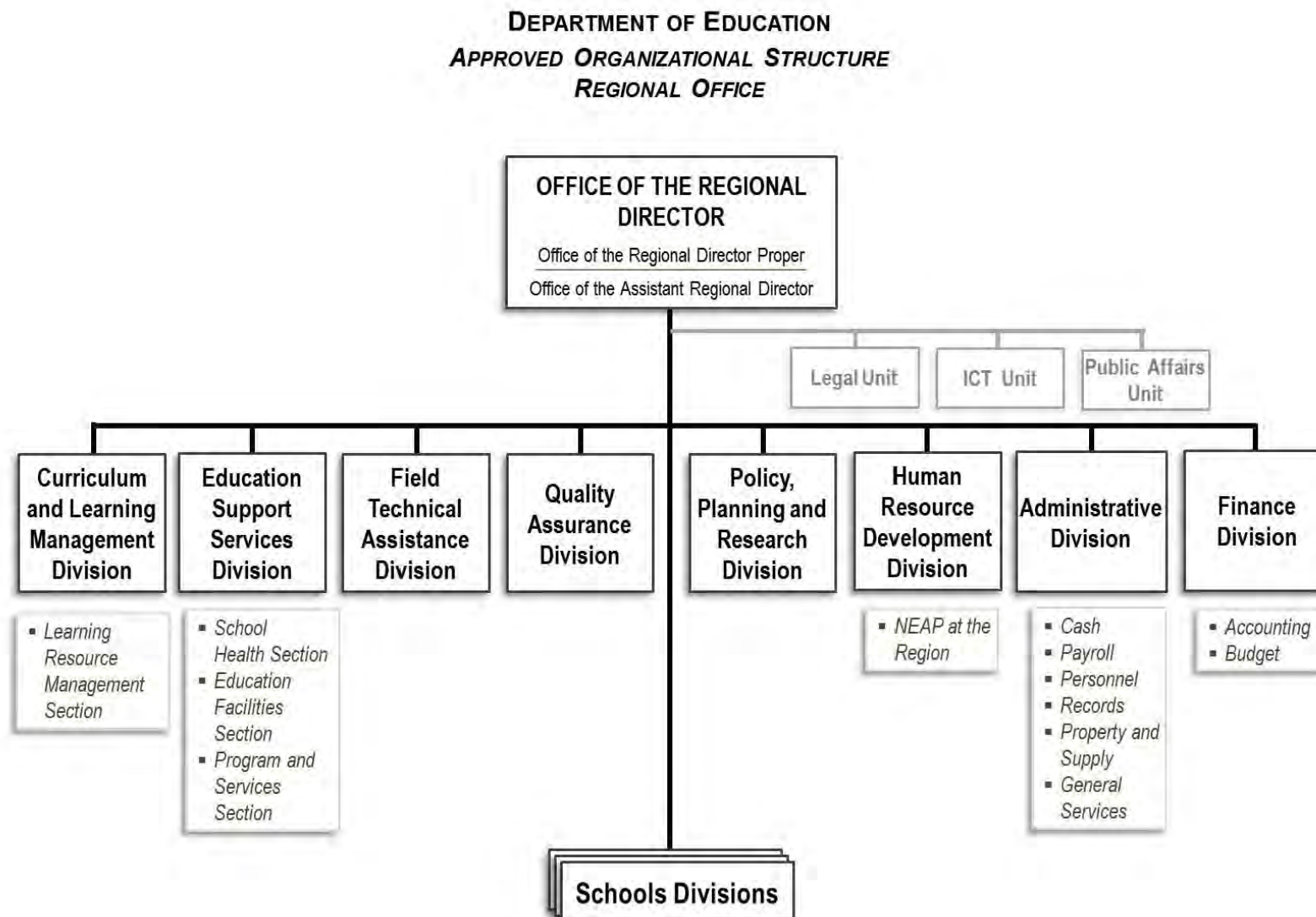
Schools Division Office

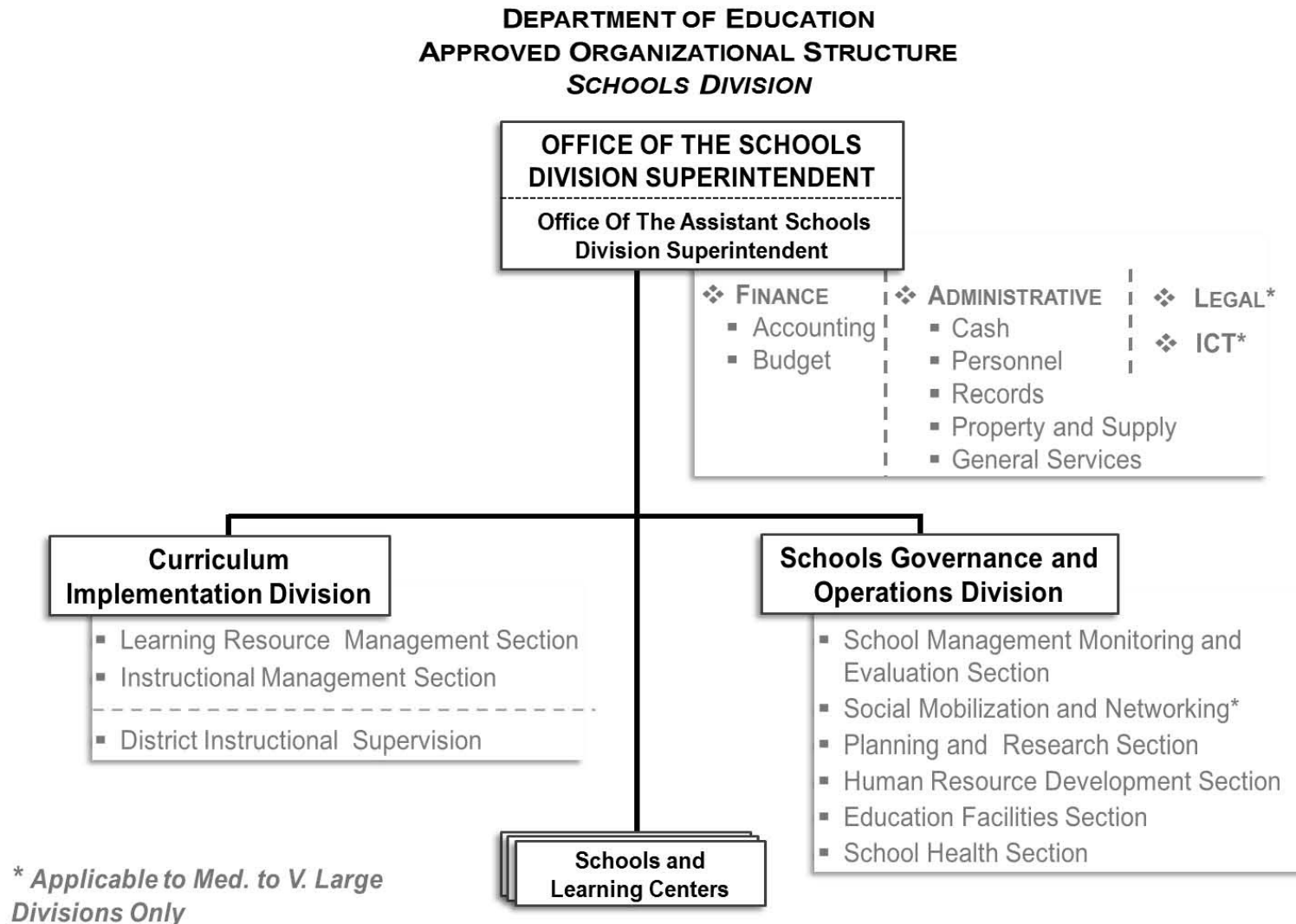
CURRENT OFFICE/S	ACTION	RATIONALIZED OFFICE/S
Office of the Schools Division Superintendent Office of the Assistant Schools Division Superintendent	retained	Office of the Schools Division Superintendent Office of the Schools Division Superintendent – Proper Office of the Assistant Schools Division Superintendent
<i>no organizational unit in the 2005 structure</i>	created	<i>attached to the Office of the Schools Division Superintendent</i> Legal Unit ICT Unit <i>note: These units are applicable to the Medium, Large, and V-Large SDOs</i>
<i>Administrative Support Staff</i>	created	<i>attached to the Office of the Schools Division Superintendent</i> Administrative and Finance Services Section
<i>Promotional Staff</i>	created	Curriculum Implementation Division Learning Resources Management Section Instructional Management Section District Instructional Supervision Section
	created	School Governance and Operations Division Social Mobilization and Networking Section (<i>only for Medium, Large and V-Large SDOs</i>) School Management Monitoring and Evaluation Section Planning and Research Section Human Resource Development Section Education Facilities Section
Health and Nutrition Unit	retained and renamed	<i>attached to the School Governance and Operations Division</i> School Health Section

DEPARTMENT OF EDUCATION New Organizational Structures

Central Office Structure







DEPARTMENT OF EDUCATION
New Organizational Structures
Counterpart Offices across DepEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
Office of the Secretary (OSEC) OSEC - Legislative Liaison Office OSEC - Sites Titling Office	Legal Unit <i>(under the Office of the Regional Director)</i>	Legal Unit <i>(under the Office of the Schools Division Superintendent)</i>
Internal Audit Service (IAS) Office of the Director Management Audit Division Operations Audit Division	<i>no direct counterpart in the field offices</i>	<i>no direct counterpart in the field offices</i>
Planning Service (PS) Office of the Director Planning and Programming Division Policy Research and Development Division Education Management Information System Division	Policy, Planning, and Research Division Quality Assurance Division	Planning and Research Section <i>(under the School Governance and Operations Division)</i>
Public Affairs Service (PAS) Office of the Director Communications Division Publications Division	Public Affairs Unit <i>(under the Office of the Regional Director)</i>	Social Mobilization and Networking Section <i>(under the School Governance and Operations Division)</i>
Information and Communications Technology (ICT) Service Office of the Director Solutions Development Division Technology Infrastructure Division User Support Division	ICT Unit <i>(under the Office of the Regional Director)</i>	ICT Unit <i>(under the Office of the Schools Division Superintendent)</i>
External Partnerships Service (EPS)	Education Support Services Division	Social Mobilization and Networking Section <i>(under the School Governance and Operations Division)</i>

DEPARTMENT OF EDUCATION
New Organizational Structures
Counterpart Offices across DepEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
Disaster Risk Reduction Management Service (DRRMS)	Education Support Services Division	Social Mobilization and Networking Section <i>(under the School Governance and Operations Division)</i>
Bureau of Curriculum Development (BCD) Office of the Director Curriculum Standards Development Division Special Curricular Programs Division	Curriculum and Learning Management Division Learning Resource Management and Development Section	Curriculum Implementation Division Learning Resources Management Section Instructional Management Section District Instructional Supervision Section
Bureau of Learning Delivery (BLD) Office of the Director Teaching and Learning Division Student Inclusion Division		
Bureau of Education Assessment (BEA) Office of the Director Education Assessment Division Education Research Division		
Bureau of Learning Resources (BLR) Office of the Director Learning Resources Production Division Learning Resources Quality Assurance Division		
Bureau of Learner Support Services (BLSS) Office of the Director School Sports Division Youth Formation Division School Health Division	Education Support Services Division Special Programs and Services School Health	
		School Governance and Operations Division <i>all units under SGOD may be mobilized for learner support programs and activities</i> School Health Section

DEPARTMENT OF EDUCATION
New Organizational Structures
Counterpart Offices across DepEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
National Educators Academy of the Philippines (NEAP) Office of the Director Professional Development Division Quality Assurance Division	NEAP in the regions <i>(part of the Human Resource Development Division)</i>	Human Resource Development Section <i>(under the School Governance and Operations Division)</i>
Bureau of Human Resource and Organizational Development (BHRD) Office of the Director Employee Welfare Division Human Resource Development Division Organization Effectiveness Division School Effectiveness Division	Human Resource Development Division Field Technical Assistance Division Quality Assurance Division	School Governance and Operations Division Human Resource Development Section School Management Monitoring and Evaluation Section
Project Management Service (PMS) Office of the Director Project Management Division Project Development Division	<i>no direct counterpart in the field offices</i>	<i>no direct counterpart in the field offices</i>
Finance Service (FS) Office of the Director Accounting Division Budget Division	Finance Division Accounting Section Budget Section	Administrative and Finance Services Section <i>(under the Office of the Schools Division Superintendent)</i> Accounting Unit Budget Unit
Administrative Service Office of the Director Asset Management Division Cash Division	Administrative Division Property and Supply Cash	Administrative and Finance Services Section <i>(under the Office of the Schools Division Superintendent)</i> Property and Supply Cash

DEPARTMENT OF EDUCATION
New Organizational Structures
Counterpart Offices across DepEd Organizational Levels

CENTRAL OFFICE	REGIONAL OFFICE	SCHOOLS DIVISION OFFICE
General Services Division	General Services	General Services
Records Division	Records	Records
Personnel Division	Personnel	Personnel
Education Facilities Division	Education Facilities Section <i>(under the Education Support Services Division)</i>	Education Facilities Section <i>(under the School Governance and Operations Division)</i>
Baguio Teachers Camp	-o-	-o-
	Payroll Services	
Legal Service		
Office of the Director	Legal Unit <i>(under the Office of the Regional Director)</i>	Legal Unit <i>(under the Office of the Schools Division Superintendent)</i>
Investigation Division		
Legal Division		
Procurement Management Service		
Office of the Director	Finance Division	Administrative and Finance Services Section <i>(under the Office of the Schools Division Superintendent)</i>
Procurement Planning and Management Division		
Contract Management Division		
BAC Secretariat Division		

DEPARTMENT OF EDUCATION

General Functions: Central Office

A. OFFICE OF THE SECRETARY

Offices	Functions
OFFICE OF THE SECRETARY	
	Office of the Department Secretary
	<i>The Secretary exercises supervision and control over the entire department and performs the following functions:</i>
	a. Advise the President on matters related to education; b. Establish the policies and standards for the operation of the Department pursuant to the approved programs of the government; c. Promulgate rules and regulations necessary to carry out the objectives, policies, functions, plans, programs and projects of the Department; d. Promulgate issuances necessary for the efficient administration of the offices under him and proper implementations of laws relative to education; e. Exercise disciplinary powers over officials and employees in accordance with existing laws; f. Formulate and enforces a management control system to measure and evaluate performance of the Department and submits periodic reports to the President; g. Prepare and submits to the President through the Department of Budget and Management the budget of the Department; and h. Appoint all officers and employees of the Department except those whose appointment is vested in the President.
	Office of the Undersecretaries
	<i>At the discretion of the Secretary, each undersecretary may be assigned to any of the following functions:</i>
	a. Advise and assist the Secretary in the formulation and implementation of Department policies, plans and programs; b. Oversee all the operational activities of the Department for which he will be assigned and held responsible by the Secretary; c. Coordinate the programs and projects of the Department; and d. On the basis of an official designation, discharge temporarily the duties of the Secretary in case of the latter's inability to discharge his duties or in case of vacancy of the said office.
	Office of the Assistant Secretaries
	<i>At the discretion of the Secretary, each assistant secretary may be assigned to any of the following functions:</i>
	a. Advise and assist the Secretary and/or Undersecretary in the formulation and implementation of Department policies, plans and programs; b. Oversee all the operational activities of the Department for which he will be assigned and held responsible for by the Secretary or Undersecretary; c. Coordinate the programs and projects of the Department; and d. On the basis of an official designation, discharge temporarily the duties of the Secretary or Undersecretary in case of the latter's inability to discharge his duties or in case of vacancy of the said office.

DEPARTMENT OF EDUCATION
General Functions: Central Office

Offices	Functions
	Legislative Liaison Office a. Legislation - a.1. Develop and recommend to the Secretary the legislative agenda of the department; - a.2. Draft legislation (bills, laws, etc) for basic education; - a.3. Prepare comments and position papers on proposed legislation for submission to the Congress; and - b.1. Liaise with the committees on basic education in the Senate and House of Representatives, and the the offices of the Senators and Congressmen on their concerns related to basic education; and - b.2. Coordinate with the Presidential Legislative Liaison Office (PLLO) in advocating for the Executive Branch's Legislative Agenda.
	Sites Titling Office a. - a.1. Develop appropriate strategies to facilitate the titling process of education sites; - a.2. Coordinate with the appropriate offices within the Department on the suitability and mapping of education sites; and - a.3. Coordinate with the LRA, DENR, DAR, LMB and other appropriate agencies for the issuance of Presidential proclamations and special patents for untitled sites. - b.1. Provide legal assistance to the regions regarding the transfer of ownership of education sites in the name of the DepEd; - c.1. Maintain an education sites database to provide needed information to the Department and other government agencies;
	INTERNAL AUDIT SERVICE General Office Functions: Serve as watchdog of the Department through: (a) appraising existing procedures and related matters as to efficiency and adequacy; and, (b) detecting and preventing frauds or dishonesty in verifying the extent of compliance in a protective nature to the extent possible.
	Office of the Director
	Management Audit Division
	Operations Audit Division
	TEACHER EDUCATION COUNCIL SECRETARIAT The Teacher Education Council (TEC) Secretariat shall be retained in the rationalized structure as prescribed by Section 8 of RA 7784. The Secretariat shall primarily provide technical and administrative assistance to the Council in preparing policy recommendations, executing its policies and programs, and coordinating with various teacher education advisory bodies.

DEPARTMENT OF EDUCATION
General Functions: Central Office

B. STRATEGIC MANAGEMENT STRAND

Offices	Functions
Planning Service	General Office Functions: ▪ Develop the national framework on planning, research and policy development for the Department; and ▪ Responsible for providing the Department with economical, efficient and effective services relating to strategic and operational planning, program development, policy (re)formulation and research coordination and sector monitoring and evaluation Office of the Director Policy Research and Development Division Planning and Programming Division Education Management Information System (EMIS) Division
PUBLIC AFFAIRS SERVICE	General Office Functions: ▪ Formulate a national framework to guide the operations of the Public Affairs Service office; ▪ Develop standards, policies, and guidelines on communications and public relations for the Department; ▪ Develop advocacy and public affairs strategies for the Department; ▪ Function as clearing house of all materials for public release in print and non-print media; ▪ Facilitate and manage the mechanism of receiving, processing and analyzing information from internal and external parties ensuring the Department's accessibility to its stakeholders and the general public; and ▪ Provide timely and appropriate responses to general queries and concerns in behalf of the Department. Office of the Director Communications Division Publications Division
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SERVICE	General Office Functions: ▪ Enable process efficiencies and service delivery effectiveness in education governance through the use of ICT; ▪ Support education specialists in developing ICT-enabled solutions that enhance teaching and learning; and ▪ Deliver quality technical support to clients and empower them in the use of ICT. Office of the Director Solutions Development Division Technology Infrastructure Division User Support Division

DEPARTMENT OF EDUCATION
General Functions: Central Office

Offices	Functions
	EXTERNAL PARTNERSHIPS SERVICE a. Develop the national education policy framework on establishing relations with external partners of the Department; b. Develop policies, guidelines, standards and protocols on partnership, resource generation and mobilization, and networking with stakeholders including but not limited to bilateral/multilateral agreements and pledges of commitments; c. Based on strategic thrusts and direction of the Department, provide recommendations on the creation of the international cooperation agenda of the Department; d. Manage and coordinate with the relevant offices the compliance and completion of DepEd commitments both local and international including commitments entered into with the political stakeholders; e. Provide technical assistance to the Central Office units and field offices in engaging and maintaining partnerships with local and international stakeholders; f. Enhance Philippine participation and cooperation in bilateral and multilateral cooperation programs in education by serving as focal point for DepEd in the planning and coordinating of international and regional programs and activities of SEAMEO, APEC, ASEAN, Australian Aid, USAID, WORLD Bank, ADB, UNESCO and other international organizations; g. Serve as clearing house for all international transactions within the Department, including bilateral and multilateral cooperation;
	DISASTER AND RISK REDUCTION AND MANAGEMENT (DRRM) SERVICE General Office Functions: a. Formulate a framework for DRRM operations in the Department; b. Act as focal point for the DepEd in planning, implementing, coordinating and monitoring of activities related to DRRM, Education in Emergencies (EiE) and Climate Change Adaptation (CCA); c. Develop and recommend policy standards and actions to enhance DepEd's resilience and management of DRRM/EiE/CCA matters; d. Initiate and coordinate cooperation and collaborative activities with national government agencies, non-government organizations and civil society groups, inter-agency and cluster groupings (i.e. NDRRMC Technical Working Group, Education Cluster, Protection Group, etc) concerned with DRRM/EiE/CCA; e. Manage the monitoring and evaluation of program and project implementation including generating information relevant to DRRM/EiE/CCA matters for the purpose of implementation and policy formulation; f. Create and operate (in coordination with the field offices) Emergency Operation Centers (EOC) which will serve as the Department's operating and response facility during disasters; and g. Serve as clearinghouse for all DRRM/EiE/CCA-related transactions within the department.

DEPARTMENT OF EDUCATION
General Functions: Central Office

C. CURRICULUM AND INSTRUCTION STRAND

Offices	Functions
BUREAU OF CURRICULUM DEVELOPMENT	
	General Office Functions: - Develop and manage the national education policy framework on curriculum development and management for the Department; - Develop national curriculum standards for basic education; - Design and develop special curriculum programs appropriate for all types of learners; and - Formulate policies and guidelines relevant to the management, contextualization and localization of the curriculum.
	Office of the Director
	Curriculum Standards Division
	Special Curricular Programs Division
BUREAU OF LEARNING DELIVERY	
	General Office Functions: - Develop and manage the national education policy framework on learning management and delivery for all types of learners including those with special needs; - Develop standards for learning management and delivery systems that consider diversity of learners and their contexts; - Design learning management and delivery models for different learning groups / types of learners in accordance with the learning system where the learners are engaged; - Set the policies and guidelines for co-curricular activities that are supportive of the curricular programs; and - In coordination with NEAP, develop and manage the training and development program for the teaching personnel.
	Office of the Director
	Teaching and Learning Division
	Student Inclusion Division
	Madrasah Education Office <i>The focus of the Madrasah Education Office under the Student Inclusion Division will be the recipients of the Madrasah Education curricular and co-curricular programs.</i>
	Indigenous Peoples (IP) Education Office <i>The focus of the Indigenous People Education office under the Student Inclusion Division is the specific requirements to deliver basic education to indigenous people.</i>
	Education for Learners with Special Needs Office (ELSNO) <i>The focus of the Education for Learners with Special Needs Office is the specific requirements to deliver basic education to learners with special needs.</i>
BUREAU OF EDUCATION ASSESSMENT	
	General Office Functions: Develop and manage the national education policy for educational assessment and quality assurance (QA);

DEPARTMENT OF EDUCATION

General Functions: Central Office

Offices	Functions
	- Establish policies, standards and guidelines relevant to assessment and quality assurance of curriculum and learning delivery processes; - Link with international/national agencies for networking and benchmarking relevant to educational assessment and education research; - Advocate and promote the use of assessment, QA and education research results for policy recommendations, review and enhancement of the curriculum and other related processes; and - Define the focus, direction and framework of education research for the Curriculum and Instruction Strand.
	Office of the Director
	Education Assessment Division
	Education Research Division
BUREAU OF LEARNING RESOURCES	
	General Office Functions: - Develop and manage the national education policy framework on learning resources development and management for the Department; - Formulate policies, standards, and guidelines for the design, development, evaluation, production, and utilization of learning resources across all levels of the organization; - Formulate policies, standards and guidelines on the acquisition, allocation, procurement and equitable distribution of learning resources across all levels of the organization; - Conduct research, and monitor and evaluate learning resource needs and use for continuous improvement; - Provide learning resources aligned to the curriculum and supportive of the various curriculum programs and modes of delivery, including those for learners with special needs; - Establish and maintain systems that promote and support access to quality learning resources online and offline; - Ensure the sustainable and efficient operation of the Center for Learning Resources; and - Provide access to quality assured learning resources.
	Office of the Director
	Learning Resources Production Division
	Learning Resources Quality Assurance Division

DEPARTMENT OF EDUCATION
General Functions: Central Office

D. GOVERNANCE AND OPERATIONS STRAND

Offices	Functions
BUREAU OF LEARNER SUPPORT SERVICES	
	General Office Functions: ▪ Formulate the national framework for all learner support services and issue policies and standards to guide the programs for the holistic development of learners that complement the curricular offerings. The focus of these developmental programs are on the: ○ Improvement of learner readiness in terms of physical health and proper nourishment; ○ Character formation and preparation of the youth towards leadership roles and civic service; ○ Development of mental discipline, psychomotor skills and social values through after-school sports programs; and ▪ Provide technical and resource support to program implementers in the field.
	Office of the Director
	School Health Division
	School Sports Division
	Youth Formation Division
BUREAU OF HUMAN RESOURCE AND ORGANIZATION DEVELOPMENT	
	General Functions: ▪ Develop and implement an Organization Development (OD) Framework for the Department that is responsive to aspirations of the organization to support the delivery of basic education; ▪ In collaboration with the Project Development Division (PDD) of the Project Management Service (PMS), design Education Development Programs and Projects (EDPPs) in the context of the organization development framework and plan of the Department; ▪ Integrate and orchestrate the development of all national policy and operational frameworks of the different offices in the Department; ▪ Integrate and orchestrate the implementation of the Department's organization development and management agenda and programs; ▪ Manage, coordinate and implement specific EDPPs to ensure relevance, quality, completion and sustainability of results; ▪ Develop and strengthen the in-house capability on the operation and management of organization development and change initiatives; and ▪ Generate knowledge and information derived from the implementation and evaluation of EDPPs for future development and design initiatives.
	Office of the Director
	Employee Welfare Division
	Human Resource Development Division
	Organization Effectiveness Division
	School Effectiveness Division

General Functions: Central Office

Offices	Functions
NATIONAL EDUCATOR'S ACADEMY OF THE PHILIPPINES (NEAP)	
	General Functions: - Formulate a national strategic framework for the professional development of all DepEd personnel, including all education managers and educators; - Provide and manage needs-based and demand-driven professional development programs for the continuing education of the human resources of the Department (e.g. scholarship programs), which includes providing technical assistance to the NEAP in the regions for the same purpose; - Develop learning maps, training program designs and resource packages for various human resource groups; - Quality assure the NEAP in the regions including the accreditation/recognition of training programs, trainers, and training service providers; - Manage the Training and Development Information System (TDIS) , a component of the HRMIS, in support to the provision of quality programs; - Link with the CHED and teacher education institutions for the development and recognition of NEAP training programs for credit units at the graduate level or for specialization/certificate/degree programs; and - Manage partners' support to professional development.
	Office of the Director
	Professional Development Division
	Quality Assurance Division
PROGRAM MANAGEMENT SERVICE	
	General Functions: This office will generally perform functions such as (but not limited to) the management, coordination, monitoring and evaluation of capital intensive and large scale projects that involve two or more units or agencies. Specific functions include: - Develop the strategic framework, guidelines and standards on program/project development, management, monitoring and evaluation; - Develop and install measures, systems and structures to ensure the continuous and sustained implementation of programs and projects which have been/can be integrated in the regular structure; - Provide support and mobilize resources to the different units to ensure efficient planning, application and optimum use of resources to program and project operations and implementation; and - Develop processes and mechanisms to assess the effectiveness of the programs/projects/initiatives for the purpose of policy formulation, long- and medium-term planning and (re)designing of programs and projects.
	Office of the Director
	Project Development Division
	Project Management Division

DEPARTMENT OF EDUCATION
General Functions: Central Office

E. LEGAL AND LEGISLATIVE AFFAIRS STRAND

Offices	Functions
LEGAL SERVICE	General Office Functions: ▪ Develop and manage the strategic framework on the provision of legal services to guide the operations of the Legal Offices for the Department; ▪ Provide legal advice to the Department; interpret laws and rules affecting the operation of the Department; prepare contracts and instruments to which the Department is a party, and interpret provisions of contracts covering work performed for the Department by private entities; ▪ Assist DepEd management in the promulgation of rules governing the activities of the Department; prepare comments on proposed legislation concerning the Department; answer legal queries from the public; and ▪ Assist the Solicitor General in suits involving the Department or its officers or employees, or act as their principal counsel in all actions taken in their official capacity before judicial or administrative bodies, and perform such other functions as may be provided by law.
	Office of the Director
	Investigation Division
	Legal Division

DEPARTMENT OF EDUCATION
General Functions: Central Office

F. FINANCE AND ADMINISTRATION STRAND

Offices	Functions
FINANCE SERVICE	
	General Office Functions: - Formulate a national policy framework for the operationalization of the Finance services in the Department; and - Provide management with technical staff assistance on fiscal matters particularly on: - management of financial resources; - determination of budgetary requirement; and - accounting of the Department's funds.
	Office of the Director
	Accounting Division
	Budget Division
	Employee Account Management Division
ADMINISTRATIVE SERVICE	
	General Office Functions: - Formulate a policy framework for the operationalization of the Administrative services in the Department; - Develop and implement administrative policies and guidelines on material resource management; and - Provide the Department with economical, efficient and effective services relating to personnel, information, records, delivery and receipt of correspondence, buildings, school furniture, supplies, equipment, collections, disbursements, security and custodial work.
	Office of the Director
	Asset Management Division
	Cash Division
	Education Facilities Division
	General Services Division
	Personnel Division
	Records Division
	Baguio Teachers Camp
PROCUREMENT MANAGEMENT SERVICE	
	General Office Functions: - Formulate the framework to guide the operations of the Procurement Management Service; and - Direct all activities of the Department, whether in the central (including those of its staff bureaus) or regional level, pertaining to procurement planning, purchasing, contract management, and monitoring
	Office of the Director
	Procurement Planning and Management Division
	Contract Management Division
	Bid and Awards Committee Secretariat Division

DEPARTMENT OF EDUCATION
General Functions: Regional Office

Offices	Functions
1. 00 OFFICE OF THE REGIONAL DIRECTOR	
1.10 OFFICE OF THE REGIONAL DIRECTOR – PROPER	Accountability: To ensure access to, promote equity in, and continuously improve the quality of basic education in the region and schools divisions under his/her care by leading in policy and direction setting, standard setting and enforcement (consistent with the national educational policies, plans and standards), partnership building and networking with stakeholders of education, as well as by effectively and efficiently managing the financial, human, and physical resources of the region.
1.20 LEGAL UNIT	a. Provide legal advice and render legal opinions to the Regional Director and officials of the region; b. Interpret laws and rules affecting the operation of the Department; prepare contracts and instruments to which the Department is a party, and interpret provisions of contracts covering work performed for the Department by private entities; c. Handles legal and investigation matters concerning the regional office and its employees, and those delegated by the Central Office;
1.30 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) UNIT	a. Manage the ICT System and infrastructure to effectively support operations, ICT-related plans and programs of the divisions/units within the region;
1.40 PUBLIC AFFAIRS UNIT	a. Manage the communication system, processes and mechanisms to strengthen relationships with external partners, media organizations and inform the public of the status and accomplishments of the region; b. Provide direct communication support to the Regional Director and other official spokespersons (speeches, messages, media coverage, talking points, and other similar public and media relations requirements); c. Manage information flow and communications in support of crisis management;
2.00 CURRICULUM AND LEARNING MANAGEMENT DIVISION	
	Accountability: To ensure full implementation of the articulated basic education curriculum (pre-school, elementary, secondary & ALS), its localization/indigenization and increase access to quality and varied learning resources towards improvement in the quality of learning outcomes.
2.10 Office of the Division Chief	
2.20 Learning Resource Management and Development Section	
3.00 EDUCATION SUPPORT SERVICES DIVISION	
	Accountability: To support the delivery of basic education through programs, projects, and the provision of needed resources to the Schools Divisions in order to create an environment conducive to learning and ensure learner readiness to learn through: ▪ School Health and Nutrition ▪ Education Facilities ▪ Programs and Services (e.g. DRRM, School Sports, Guidance and Counseling, etc.)

General Functions: Regional Office

Offices	Functions
4.00 FIELD TECHNICAL ASSISTANCE (FTA) DIVISION	
	Accountability: To coordinate and integrate the provision of technical assistance (TA) to schools divisions with the purpose of facilitating the delivery of quality basic education and create an enabling environment for schools and learning centers
5. 0 QUALITY ASSURANCE DIVISION	
	Accountability: To ensure compliance with standards of quality basic education by assessing, monitoring and evaluating the region and schools division performances to inform decision making and guide policy directions in the region towards continuous improvement in the delivery of basic education.
6. 00 POLICY, PLANNING AND RESEARCH DIVISION	
	Accountability: To facilitate the formulation and implementation of education plans, policies, standards and guidelines in all areas of basic education in the region through the conduct of research studies and the development and maintenance of the Regional Education Planning and Data Management Systems in order to inform and guide management's strategic and operational decisions in the delivery of quality basic education.
7.00 HUMAN RESOURCE DEVELOPMENT (HRD) DIVISION	
	Accountability: To ensure competent personnel and staff in the regional and schools division offices through the implementation and management of an efficient and effective training and development system towards improved professional competencies and organizational performance in the delivery of basic education.
7.10 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES AT THE REGION (NEAP – R)	
8.00 ADMINISTRATIVE SERVICES DIVISION	
	Accountability: To provide the regional office with efficient, economical, and effective services relating to personnel, records, receipt of correspondence, supplies, equipment, collection, disbursement, security and custody of property, and reportorial work to oversight agencies.
9. 0 FINANCE DIVISION	
	Accountability: To provide advice to the Regional Director on the financial resource of the region and provide services in budgeting, accounting, reporting and coordinating with government oversight agencies.

Offices	Functions
1.00 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (SDS)	
1.10 Office of the SDS - Proper	Accountabilities: To ensure access to, promote equity in, and continuously improve the quality of basic education in the schools divisions under his/her care by leading in the development and implementation of the division's education development plans (DEDP), programs, and standards (consistent with the national educational policies, plans and standards), building partnerships and networking with stakeholders of education, as well as by effectively and efficiently managing the financial, human, and physical resources of the schools division.
1.20 Legal Services	<i>(Note: Services need to be provided by the SDO. However, Positions are applicable only to Very Large-, Large- and Medium-sized Schools Divisions)</i> a. Provide legal advice and render legal opinions to the SDS, ASDS, officials of the schools division in relation to the performance of their functions; b. Interpret laws and rules affecting the operation of various programs of the schools division; c. Handles legal and investigation matters concerning the schools division office and its employees, including those delegated by the Regional Office;
1.30 Information and Communication Technology (ICT) Services	<i>(Note: Services need to be provided by the SDO. However, Positions are applicable only to Very Large-, Large- and Medium-sized Divisions)</i> a. Manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the schools division to effectively support operations; b. Manage and implement ICT programs and projects in the schools division to ensure data validity and effective utilization of the systems;
1.40 Administrative Services	<i>Administrative Services shall be composed of the following : Cash, Personnel, Records, Asset Management, and General Services</i> Accountability: To provide management with economical, efficient and effective administrative services on personnel, properties, cash, facilities and materials to support operations of the schools division.
1.50 Finance Services	Accountability: To provide SDO management with economical, efficient, and effective accounting and budgeting services to ensure the cost-effective utilization of financial resources of the schools division.
2.00 CURRICULUM IMPLEMENTATION DIVISION	
	Accountabilities: To ensure full implementation of the articulated basic education

Offices	Functions
	curriculum (pre-school, elementary, secondary & ALS), through localization/indigenization and innovations in teaching the various subject-areas towards improvement in the quality of learning outcomes. ▪ To improve provision and availability of quality learning and teaching resource materials for students and instructional support materials for teachers in the division ▪ To conduct research studies and utilize research findings ▪ To provide technical assistance to schools in the areas of: ↳ curriculum implementation ↳ instructional supervision ↳ resource generation and social mobilization ↳ SIP implementation ▪ To improve access to basic/functional literacy skills and raise the level of literacy in the deprived, disadvantaged and underserved areas.
2.10	Office of the Division Chief
2.20	Instructional Management
2.30	Learning Resource Management
2.40	District Instructional Supervision
3.00	SCHOOL GOVERNANCE AND OPERATIONS DIVISION
3.10	Office of the Division Chief
3.20	School Management Monitoring and Evaluation Accountability: Primarily accountable for the implementation of standards and policies relevant to managing schools and to ensure that the following are provided to / implemented in schools for the purpose of effectiveness: ↳ Quality Management System Implementation ↳ Assessment ↳ Technical Assistance
3.30	Social Mobilization and Networking (Note: in Small-sized schools divisions, these functions will be merged with School Management M&E) Accountability: To ensure provision of resources needed by the schools division office, schools and learning centres, and compliance to standards towards good governance and effective operations
3.40	School Health and Nutrition Accountability: ▪ To serve the Division and School Populace through the implementation of health programs, provision of basic health and nutrition services and establishment of a healthful school environment. ▪ Build and sustain partnerships for resource generation and social mobilization towards the development of physically and mentally healthy school children who are ready to learn. ▪ Develop a healthy lifestyle habits and practices among teachers and

Offices	Functions
	non teaching personnel for them to become more efficient and effective workers.
3.50	Educational Facilities Accountability: To provide services to ensure structurally and physically safe buildings, grounds and facilities for the Division Office, schools and learning centers to maintain a conducive physical environment.
3.60	Human Resource Development Accountability: To implement efficient and effective Human Resource Development Systems to ensure availability of competent education leaders, teaching and non-teaching personnel for the schools, learning centers and schools division office at all times.
3.70	Planning and Research Accountability: ▪ To facilitate the formulation and implementation of education plans, standards, policies and guidelines in all areas of basic education in the division; and ▪ To develop and maintain Division Education Planning and Data Management Systems and conduct research studies to provide critical inputs as bases for management's strategic and operational decisions