



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Negros Island Region

**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**  
Capitol Area, Dumaguete City

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August 12, 2016



**DIVISION MEMORANDUM**

No. 481 s. 2016

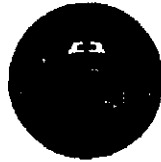
**OPERATIONAL GUIDELINES PENDING APPOINTMENT OF UNDERSECRETARIES  
AND ASSISTANT SECRETARIES**

TO: Chiefs, CID & SGOD  
DEPS/SEPS/EPS/Coordinators  
District Supervisors/District In-Charge  
Public and Private Elementary & Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum No. 178, s. 2016 entitled "**Operational Guidelines Pending Appointment of Undersecretaries and Assistant Secretaries**" announcing the nominees for Undersecretaries and Assistant Secretaries and the emerging priorities for the Department of Education for the information and guidance of all concerned.
2. For details refer to the attached DepEd Memorandum.

  
**LELANIE T. CABRERA, CESE**  
Assistant Schools Division Superintendent  
Officer In-Charge 

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REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NEGROS ISLAND REGION



August 8, 2016

REGIONAL MEMORANDUM  
No. 178, s. 2016

*D: 8/11/16*

OPERATIONAL GUIDELINES PENDING APPOINTMENT OF UNDERSECRETARIES  
AND ASSISTANT SECRETARIES

<b>RELEASED</b>	
CONTROL NO.	1995
RELEASED BY:	cmw
DATE RELEASED:	8/9/16

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Division Chiefs and Unit Heads  
All Others Concerned

1. Attached is DepEd Memorandum No. 118, s. 2016 entitled "Operational Guidelines Pending Appointment of Undersecretaries and Assistant Secretaries" announcing the nominees for Undersecretaries and Assistant Secretaries and the emerging priorities for the Department of Education.
2. Assignment of the nominees to the positions for Undersecretaries and Assistant Secretaries shall be advisory in nature subject to the official action by the Secretary or her duly designated qualified officer.
3. Meantime, please be guided by the provisionally and temporarily instituted coordination lines:
  - Undersecretary Alberto T. Muyor**
    - a. Legal Service
    - b. Sites Titling Office
    - c. Bureau of Education Assessment
    - d. Bureau of Learning Resources
    - e. National Educators Academy of the Philippines
  - Acting Assistant Secretary Jesus Lorenzo R. Mateo**
    - a. Planning Service
    - b. Field Operations/Regional Offices
  - Ms. Victoria M. Calibog**
    - a. Accounting Division
    - b. Cash Division
    - c. Employee Account Management Division
  - Ms. Annalyn M. Sevilla**
    - a. Budget Division
    - b. Setting-up of a Program/Project Monitoring and Delivery Unit
  - Mr. Alain Del B. Pascua**
    - a. Administrative Service
    - b. Information and Communications Technology Service
    - c. Bureau of Learner Support Services (except School Sports Division)
    - d. Disaster Risk Reduction and Management Service
  - Atty. Revsee A. Escobedo**
    - a. Procurement Service
    - b. Project Management Service
  - Ms. G. H. S. Ambat**
    - a. Public Affairs Service
    - b. Personnel directly involved in delivery of ALS and related programs
  - Atty. Nepomuceno A. Malaluan**
    - a. Chief of Staff
    - b. Bureau of Human Resource and Organizational Development (with Personnel Division)
4. For further details please refer to the attached memorandum.
5. For immediate and widest dissemination.

DAAD/PAA/ucp

**GILBERT T. SAUSAD**  
Director III  
Officer-in-Charge



Republic of the Philippines  
**Department of Education**

DepEd MEMORANDUM  
No. **118** s. 2016

02 AUG 2016

**OPERATIONAL GUIDELINES PENDING APPOINTMENT OF UNDERSECRETARIES  
AND ASSISTANT SECRETARIES**

To: Undersecretaries  
Assistant Secretaries  
Regional Secretary, ARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs and Unit Heads

1. After careful deliberation, taking into consideration the mandates of the Department and its present state and challenges, and in the exercise of her responsibility under Book IV, Chapter 10, Section 47 of the Administrative Code of 1987, the undersigned has submitted to the President the following nominees to the positions of Undersecretaries and Assistant Secretaries:

**Undersecretaries**

Atty. Alberto T. Muyot  
Ms. Dina S. Ocampo  
Mr. Alain Del B. Pascua  
Ms. Annalyn M. Sevilla  
Mr. Jesus Lorenzo R. Matco (Coterminous with the Appointing Authority)

**Assistant Secretaries**

Atty. Tonisito M. C. Umali, CESO II  
Atty. Revsee A. Escobedo  
Atty. Nepomuceno A. Malaluan  
Ms. G.H. S. Ambat  
Atty. Josephine C. Maribojoc (Acting/Coterminous with the Appointing Authority)

2. In addition, in view of the financial management reforms that the Department will implement to ensure availability and delivery of programs, projects, activities and resources both for formal and nonformal education, the provision of an additional Undersecretary position was requested to the Office of the President and nominated the appointment of **Ms. Victoria M. Catibog**. The financial management reforms would bring about improved accounting systems, effective internal control, efficient budget utilization, the elimination of underspending without resorting to constitutional violations, and enhanced delivery and accountability systems.

3. Pursuant to Memorandum Circular No. 1 by the Office of the President dated June 30, 2016, and its follow-up Memorandum from the Executive Secretary dated July 25, 2016, the following appointments expressly denominated as "coterminous" in their original appointments are deemed terminated, as follows:

- a. **Undersecretary Reynaldo D. Laguda** - *Functus officio*/resigned as of 12:00 noon of June 30, 2016
- b. **Undersecretary Mario A. Deriquito** - Hold-over status terminated as of July 31, 2016
- c. **Assistant Secretary Anna Cristina M. Ganson** - *Functus officio* as of 12:00 noon of 30 June 2016
- d. **Assistant Secretary Elvin Ivan Y. Uy** - Hold-over status terminated as of July 31, 2016

4. The following Undersecretaries and Assistant Secretaries whose original appointments are either without qualification or expressly in an acting capacity are to continue serving in such original capacities until they are reappointed or replacements are appointed:

- a. **Undersecretary Alberto T. Muyot**
- b. **Acting Undersecretary Dina S. Ocampo**
- c. **Acting Assistant Secretary Jesus Lorenzo R. Mateo**

5. **Assistant Secretary Tonisito M.C. Umali, CESO II** shall continue serving in the same position.

6. Pursuant to the Secretary's authority of supervision and control over the bureaus, services and offices in the Department, and in the interest of the continuous and effective delivery of government services, as well as the urgency of many responsibilities and tasks, following are directed:

- a. Pending their appointment and qualification, the new nominees to the positions of Undersecretary and Assistant Secretary are requested to report to the office and coordinate with the Bureaus and Services as will be assigned to them, provided that any action they may make shall only be advisory in nature and subject to official action by the Secretary or her duly designated qualified officer;
- b. **Atty. Josephine G. Maribajoc** shall continue in her present position as Director for Legal Affairs, until she is appointed to the position for which she was nominated;
- c. All subsisting designations as Officer-in-Charge to different offices or positions by former Secretary Br. Armin A. Luistro within the Department are affirmed, and shall continue unless sooner revoked or a new officer is appointed and qualified; and
- d. Pending final appointments to the positions of Undersecretary and Assistant Secretary, the following coordination lines are provisionally and temporarily instituted:

**Undersecretary Alberto T. Muyot**

- a. Legal Service
- b. Sites Titling Office

**Acting Undersecretary Dina S. Ocampo**

- a. Bureau of Curriculum Development
- b. Bureau of Learning Delivery

- c. Bureau of Education Assessment
- d. Bureau of Learning Resources
- e. National Educators Academy of the Philippines

**Acting Assistant Secretary Jesus Lorenzo R. Mateo**

- a. Planning Service
- b. Field Operations/Regional Offices

**Assistant Secretary Tonisito M.C. Umali, CESO II**

- a. Legislative Liaison Office
- b. External Partnerships Service
- c. School Sports Division

**Ms. Victoria M. Catibog**

- a. Accounting Division
- b. Cash Division
- c. Employee Account Management Division

**Ms. Annalyn M. Sevilla**

- a. Budget Division
- b. Setting-up of a Program/Project Monitoring and Delivery Unit

**Mr. Alain Del B. Pascua**

- a. Administrative Service
- b. Information and Communications Technology Service
- c. Bureau of Learner Support Services (except School Sports Division)
- d. Disaster Risk Reduction and Management Service

**Atty. Revsee A. Escobedo**

- a. Procurement Service
- b. Project Management Service

**Ms. G.H. S. Ambat**

- a. Public Affairs Service
- b. Personnel directly involved in delivery of ALS and related programs

**Atty. Nepomuceno A. Malaluan**

- a. Chief of Staff
- b. Bureau of Human Resource and Organizational Development (with Personnel Division)

7. A statement of the vision and agenda for the Department will be issued at the soonest. In the meantime, for the guidance of the Department, the following are the emerging priorities that will be included in the agenda:

- a. Continue the full implementation of K to 12, but putting in place an effective system to monitor and evaluate the outcomes in terms of quality and access;
- b. Defend existing budget allocation, and work to increase the budget for 2017 and beyond to bring education spending closer to the ideal 4 to 6 percent of GDP as suggested by international standards;

- c. Strengthen and enrich further curricular reforms by:
- Enlarging the drug component in science and health by providing real-life lessons via alternative learning methods, starting with Grade 4
  - Strengthening the gender and equity component of school curricula especially in relation to sex education
  - Giving special emphasis on the environment and climate change, disaster risk reduction and preparedness, adaptation and mitigation
- d. Introduce catch-up programs to expand the coverage of ALS at regional, national and international levels by:
- Introducing ALS in drug rehabilitation centers
  - Developing alternative learning methods for hard-to-reach mountain regions, small islands, as well as densely populated areas
  - Establishing ALS in countries with illegal migrants where children don't have access to formal education
- e. Enhance and enrich the complementarity of private and public school institutions by constant dialogue, exchange of strategies and methods of teaching and learning and faculty exchange;
- f. Put in place financial management reforms to ensure availability and delivery of learning resources both for formal and non-formal education, including:
- Improved accounting systems
  - Effective internal control
  - Efficient budget utilization
  - Elimination of underspending without resorting to constitutional violations
  - Enhanced delivery and accountability systems
- g. Ensure a consultative leadership in the formulation and implementation of Department policies and programs.
8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference: None

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

APPOINTMENT  
ASSIGNMENTS  
BUREAUS AND SERVICES

OFFICIALS  
RECRUITMENT