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REPUBLIC OF THE PHILIPPINES
Board of the Philippines
KAGABAWAN SA PANGANGALAN AT KULTURA
Department of Education and Culture
MANILA
Metro

PANGALAPAN NG KAGABAWAN
Office of the Secretary

May 6, 1975

DEPARTMENT MEMORANDUM
No. 57, s. 1975

PLAN OF ACTION IN THE IMPLEMENTATION
OF THE REORGANIZATION PLAN

- To: The Director of Public Schools
- The Director of Private Schools
- The Director of Vocational Education
- The Regional Directors

1. The following plan of action in the implementation of the Reorganization Plan of the Department of Education and Culture is hereby announced for the information and guidance of all concerned:

- a. The reassignment of Regional Directors and Officers-in-Charge to their new offices on full time basis. Regional Directors shall now be relieved of their assignments as schools Superintendents in order to devote full time to their duties and functions. At the same time, representations shall be made for release of allotments for the basic operation of the regional offices, providing office space, salaries of personnel assigned to the regions, operation and maintenance expenses, and providing essential furniture and equipment in the regional offices.
- b. The reassignment of superintendents and assistant superintendents for all divisions in accordance with the reorganization plan. This phase includes the merger of existing divisions within a province, phasing out existing city divisions that do not qualify as separate school divisions, and the deployment of division office personnel affected thereby. The merger and phasing out shall be effected upon specific instructions from the Office of the Secretary.

- c. The movement of personnel deployed to regional offices within the period April 22 to June 30, 1975, with the exception of key personnel in the promotional and administrative divisions of the regions who will report for duty after having undergone orientation seminars in the general office.
- d. The actual deployment of personnel assigned to the new staff bureaus - (Bureau of Elementary Education, Bureau of Secondary Education, and the Bureau of Higher Education) and those assigned to the staff services, shall be completed by June 30, 1975. Before the actual reorganization of staff bureaus and staff services units, prior demarcation shall be made on assignments of building and office space, with arrangement of placement of divisions and units left at the discretion of the respective bureau and service chiefs.
- e. Phasing Out of Regional Offices of the Bureau of Private Schools. An inventory of property in regional offices shall now be prepared and submitted to the Director of Private Schools who shall exercise his discretion on the turn over of the property of the office of the private school regional superintendent to the regional office concerned, to be carried in the regional property inventory properly identified as to scope. It is desired that the phasing out of the regional offices and the transfer of property accountability shall be completed before the regional private school superintendent assumes his new assignment, which should not be later than June 30, 1975.

2. Regional Directors are now urged to take immediate steps toward the establishment of the regional offices at the regional headquarters as indicated in the Integrated Reorganization Plan. The appointments of personnel assigned to the regions are now being processed and they will soon be reporting for duty in the respective regions where they are assigned on or before June 30, 1975. It is important that these personnel be provided with work space and the necessary furniture and equipment to perform their duties effectively. Appointments to regional offices are effective upon assumption to duty. Regional Directors shall report the first day of service of personnel as they assume their positions in the regional office.

3. Until such time as the regional offices will have the operational complement of administrative and budget and finance personnel per regional staffing pattern, and pending further the