

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGABATAN NG EDUKASYON, KULTURA AT ISPORTS  
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)  
Manila

October 5, 1983

MECS MEMORANDUM  
No. 202, s. 1983

ADDITIONAL DUTIES FOR A CORE OF MECS  
SCHOOL DIVISION PLANNING STAFF

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
School Superintendents

1. In order to strengthen the operation of the Division Planning Unit and make the Educational Management Information System (EMIS) more responsive to the emerging demands for basic educational statistics and information, a core of school division planning staff shall perform other duties in addition to their regular functions.
2. Inclosed is a list of the additional duties of the Assistant Superintendent, Administrative Officer, Research and Guidance Supervisor, and Planning Officer-designate.
3. Other school division personnel assigned as chairmen and members of the EMIS modules shall continue to retrieve, store and generate data and information for their respective modules. They shall likewise continue to closely coordinate and ensure that EMIS effectively operates and serves as a vital source of data and information.
4. It is desired that the contents of this Memorandum be immediately brought to the attention of those concerned.

(SGD.) ONOFRE D. CORPUZ  
Minister

Incl.: As stated

References:

Department Order: No. 2, s. 1978  
MEC Order: No. 13, s. 1983

Allotment: 1-- (D.O. 1-76)

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

OFFICIALS

RULES & REGULATIONS







(Inclosure to MECS Memorandum No. 202, s. 1983)

ADDITIONAL DUTIES FOR SOME MECS OFFICIALS IN RELATION  
TO THE DIVISION PLANNING UNIT  
AND EMIS ORGANIZATION

A. For the Assistant Schools Superintendent:

1. Assist in organizing and/or managing Division and District Planning Units in charge of the preparation of division and district educational plans/projects, respectively.
2. Provide leadership in the preparation and implementation of workable medium and long-term educational plans.
3. Assess the implementation of the educational plans with respect to equity, efficiency and effectivity through a functional evaluation program.
4. Upgrade planning competencies of all personnel in the division, district, and schools involved in planning through functional staff development programs.
5. Assist in establishing division monitoring system and evaluation mechanism to determine progress and status of programs/projects at the division and district levels.
6. Promote linkages with the provincial/city development council and other governmental and non-governmental agencies in relation to planning activities.
7. Check and review the final reports/plans/projects before submission to higher authorities.
8. Provide direction on defining specific functions of the different members of the Division Planning Unit and the EMIS committees.
9. Assist in the preparation of the Division Annual Budget proposal that is integrated in the educational plan and the division financial work plan.
10. Strengthen the mechanism in the distribution and retrieval of information and statistical data forms.
11. Assist the schools superintendent in operationalizing the Division EMIS.
12. Analyze data/information as bases for project formulation or revision.









13. Assign other functions to the Division Planning Unit whenever necessary.
14. Perform such other functions related to planning as may be assigned by the Schools Superintendent.

B. For the Division Administrative Officers:

1. Coordinate budgeting personnel and requisition of supplies and materials, and other related activities with the district supervisors and secondary school principals.
2. Serve as consultant/resource person in seminars, in-service training and participate in conferences and workshops dealing with educational planning in the division, district and institutional levels.
3. Prepare logistics for the division personnel and staff.
4. Provide data/information in the preparation of the division budget.
5. Act as chairman of one of the EMIS modules; and monitor data and information on personnel, administrators, supplies and materials, and legal matters.
6. Control distribution of forms and other documents based on the number of existing school and number of personnel.
7. Transmit all orders to the field regarding preparation and submission of reports and documents to the division office vis-a-vis regional office.
8. Perform such other functions related to planning as may be assigned by the Superintendent or the Assistant Superintendent.

C. For the Research and Guidance Supervisor:

1. Assist in the preparation of division educational plans and projects by utilizing research findings.
2. Render assistance in the prioritizing of division projects according to the criteria set by the regional office.
3. Extend assistance in developing projections and forecasts and in preparing reports based on research conducted in the division.







4. Provide statistical data on the different tests conducted in the division such as NCEE, FEFT, Achievement tests.
  5. Coordinate with the different districts in the data needed for research.
  6. Provide consultant services to the districts in the preparation of research proposals.
  7. Serve as consultant or resource person in in-service training in the division/district/institutional levels.
  8. Collect/interpret data/information on pupil performance.
  9. Disseminate/provide information on results of researches/studies as bases for formulation/revision of educational projects.
  10. Perform other tasks related to planning as may be assigned by the Superintendent or Assistant Superintendent.
- D. For the Planning Officer:
1. Assume responsibility in the accuracy and prompt submission of reports and documents prepared by the personnel in the Division Planning Unit.
  2. Coordinate the preparation of economical and effective plans in the district and institutional levels, in the conduct of in-service training, seminar-workshops and conferences.
  3. Assist in the preparation of guidelines and programs of work pertaining to the formulation of division and district educational plans.
  4. Perform the duties and assumes the responsibilities of the Assistant Superintendent for planning in his absence.
  5. Prepare communications related to planning and budgeting activities.
  6. Monitor the implementation of the projects based on the approved educational plans and programs.
  7. Assist in strengthening linkages with the Provincial Development Council, Municipal Development Council, and other government/non-government plans and programs.









8. Collect from schools, district supervisors and analyze data on the different modules and establish the data bank.
9. Analyze data and information for planning and decision-making purposes.
10. Perform such other functions related to planning as may be assigned by the Superintendent or his assistants.





