



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
**DEPARTMENT OF EDUCATION, CULTURE AND SPORTS**  
DECS Complex, Meralco Avenue  
Pasig City, Philippines



Sama-Sama  
sa DECS

*Tanggapan ng Kalihim*  
*Office of the Secretary*

February 4, 1999

**DECS MEMORANDUM**  
No. 41, s. 1999

**CREATION OF INTER-AGENCY TASK FORCE**

**To: Undersecretaries**  
**Assistant Secretaries**  
**Bureau/Regional/Center/Service Directors**  
**Schools Superintendents**  
**Chiefs of Divisions**  
**Others Concerned**

Rationale

The success of any organization depends on having an adequate number of manpower in the right jobs at the right time, all producing at their highest capacity.

Along this line and cognizant of the advent of modern technology, there is a felt need to review/update/redefine the roles and functions of the different positions in the DECS.

Corollarily, it therefore becomes imperative to create an Inter-Agency Task Force to address this concern.

Objective

1. To come up with an updated roles, duties and responsibilities of the positions of Elementary School Principal, Public School District Supervisor, Education Supervisor I and II and Education Program Specialist; and
2. To determine whether the positions of Public School District Supervisor and Education Supervisor I and II are still necessary in the school set-up.

Specific Functions of the Task Force

1. Conduct documentary analysis of existing policies on the roles and functions of the different positions;
2. Conduct field survey for purposes of delineating the roles and functions of the subject positions;
3. Determine the total expenses of each supervisor in the discharge of his functions; and
4. Submit findings and recommendations to the Secretary of Education, Culture and Sports and the Secretary of Budget and Management.

Expected Output

1. Findings and recommendations.
2. Delineated roles and functions of education program specialist, regional supervisors, division supervisors, district supervisors and elementary school principals.
3. Funding requirement for the division and district supervisors.
4. Other issues related to the main focus of the study.

Tel # 633-72-08  
633-72-28

Three (3) Target Divisions

1. One big - Pangasinan (province)
2. One medium - Cebu (city)
3. One small - Camiguin -small

Members of the Task Force

DECS

1. Dr. Aquilina Rivas - Chairperson
2. Dr. Chona Castaño - Vice Chairperson
3. Mr. Leovigildo P. Arellano - Member/Coordinator
4. Corazon Rubio - Member
5. Dalmacio F. Canison, Jr. - Member
6. Edna Bustos - Member
7. Rosita Santiago - Member

DBM

1. Dir. Amelita Castillo - Co-Chairperson
2. Asst. Dir. Vienna Diaño - Co-Vice Chairperson
3. Mr. Mateo Montañio - Member
4. Ms. Madel Maamban - Member
5. Mr. Carlos Estillore - Member

Secretariat

1. Louisa S. Roberto
2. Jacqueline D. Rubio

Budget

Traveling and other incidental expenses of the Task Force shall be charged against the funds of DECS Central Office.

The Task Force shall also be entitled to honoraria in accordance with N.C.C. No. 75 dated March, 1995, as follows:

Chair and Co-Chair	P 2,500.00 per month
Vice Chairperson/Coordinator	2,500.00 per month
Members	2,000.00 per month
Administration Staff	800.00 per month

1612

*Andrew B. Gonzalez*  
ANDREW B. GONZALEZ, FSC  
Secretary

Reference: None

Allotment: 1--(D.O. 50-97)

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

- ~~COMMITTEES~~
- ~~OFFICIALS~~
- ~~SURVEY~~