



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

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MAY 05 2003

DepEd MEMORANDUM
No. **149**, s. 2003

**CONFERENCE-WORKSHOP ON GUIDELINES AND ISSUANCES ON PERSONNEL
MATTERS PURSUANT TO THE IRR OF R.A. 9155**

- To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
Chiefs of Divisions

1. A review of the guidelines and issuances on personnel matters in relation to the Implementing Rules and Regulations (IRR) of RA 9155 has been on-going in the central and field offices.
2. In this connection, a conference-workshop to be participated in by selected officials in the central and field offices shall be held at the Punta Baluarte, Calatagan, Batangas on May 12-14, 2003. The purpose is to discuss/consolidate the various guidelines and issuances and come up with the revisions/final drafts, specifically on the following personnel matters:

Group I

Appointing Authority of the Regional Directors, Schools Division Superintendents and Other Field Officials

Disciplinary and Non-disciplinary Actions by the Regional Directors and Schools Division Superintendents

- Delegation of Authority to Regional/Field Officials
- Statement of Duties and Responsibilities of Regional/Field Officials
- DepEd Grievance Machinery (as reference)
- Other relevant issuances

Group II

Personnel Policies, Rules and Regulations for the Teaching Service

- Guidelines on Master Teachers – Shifting, Master Teachers III and IV
- Statement of Duties and Responsibilities of Teachers and Related Teaching Positions
- Benefits and Grants of Service Credits to Teachers
- RA 8190 (Localization Law), RA 4670 (Magna Carta), PD 603
- Guidelines on Hiring/Promotion of Teachers (TPPS)
- Revised Performance Appraisal System (PAS) for Teachers (as reference)
- Other relevant issuances

Group III

Selection and Promotion of the 1st and 2nd Level Positions (non-teaching) in the Department

- DECS Order No. 54 – DECS System of Ranking Positions and Employees
- Qualification Standards for Unique Positions in DepEd
- Statement of Duties and Responsibilities of 1st and 2nd Level Positions (non-teaching)
- Revised Performance Appraisal System for Non-teaching Personnel (as reference)
- Merit Selection Plan (as reference)
- Other relevant issuances

3. The list of the selected thirty (30) participants to be assigned in the identified groups is hereto attached.

4. The participants are expected to provide relevant inputs by way of suggestions, comments and concerns and come up with the final drafts of relevant guidelines and issuances.

5. Board and lodging of all participants to start lunchtime on May 12, 2003 and end lunchtime on May 14, 2003 and traveling expenses of the Central Office participants shall be charged to OSEC funds, while traveling and other incidental expenses of participants coming from the different regions/divisions shall be charged against their respective local funds, subject to the usual accounting and auditing regulations.

6. Immediate and wide dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

Jovy/Sheila, MPPD, DM RA9155
05-05-03

Encl.:

As stated

Reference:

None

Allotment: 1—(D.O. 50-97)

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

CONFERENCES
OFFICIALS
WORKSHOPS

CONFERENCE-WORKSHOP ON RELEVANT GUIDELINES AND ISSUANCES
PURSUANT TO THE IRR OF R.A. 9155
(May 12-14, 2003)
Punta Baluarte, Calatagan, Batangas

LIST OF PARTICIPANTS

1. Undersecretary Ramon C. Bacani
2. Assistant Secretary Mario P. Bravo
3. Assistant Secretary Ma. Lourdes G. de Vera

GROUP I

4. Superintendent Armando M. Aquino - Division of La Union
5. Atty. John G. Reyes – Legal Division, Central Office
6. Mr. Napoleon Vicente M. Taduran – Legal Division, Central Office
7. Ms. Ma. Teresa L. Tan - Office of USEC Ramon C. Bacani

GROUP II

8. Director Remedios K. Taguba – RO CAR
9. Director Dinah F. Mindo – RO No. III
10. Director Teresita G. Inciong – Bureau of Elementary Education
11. Superintendent Victoria Q. Fuentes – Division of Quezon City
12. Asst. Superintendent Estelita G. Pineda – Division of Nueva Ecija
13. Ms. Corazon D. Echano – Bureau of Secondary Education
14. Ms. Fe V. Daquipil – Elementary School Principal, Esperanza Central, Agusan del Sur
15. Mr. Fabio Saulo - Elementary School Principal, La Paz Elementary School
16. Mr. Arnulfo Empleo – Secondary School Principal, Perfecto National High School, Tondo
17. Ms. Edna V. Perez - Secondary School Principal, Cavite National High School
18. Ms. Rosita L. Santiago – Personnel Division, CO

GROUP III

19. Director Teresita D. Naz – RO No. V
20. Superintendent Susana B. Estigoy – Division of Davao City
21. Asst. Superintendent Artemio Q. Rivera – Division of Catanduanes
22. Dr. Chona Castano – Bureau of Elementary Education
23. Mr. Jesus Huenda – Bureau of Secondary Education
24. Mr. Rene Pastorfide- OIC-AO, RO: No. IV-B
25. Ms. Nanette dela Vega – HRMO III, NCR
26. Ms. Louisa S. Roberto – Management Division
27. Ms. Leonila G. Joson – Personnel Division

SECRETARIAT/STAFF

28. Ms. Ruth Garcia – Management Division
29. Ms. Melody L. Liwanag – Personnel Division
30. Ms. Victoria B. Romblon – Personnel Division