



March 12, 2008

DepED MEMORANDUM  
No. 122, s. 2008

**CREATION OF A TECHNICAL WORKING GROUP (TWG) ON THE PREPARATION OF DEPED  
GENERAL SERVICES MANUAL**

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

1. In order to provide a system for the effective and efficient delivery of support services on facilities and equipment, the DepEd shall formulate and recommend rules, guidelines and procedures pertaining to the operations of general services such as manpower and management service, building and ground maintenance, transportation, medical and dental, radio and telecommunication, library, janitorial, security services and other related administrative general support services
2. In view thereof, a Technical Working Group (TWG) is hereby created for the preparation of the General Services Manual to be composed of the following:

**EXECUTIVE COMMITTEE:**

**CHAIRMAN**

**USEC. TEODOSIO C. SANGIL, JR.** - Undersecretary for Finance and Administration

**VICE-CHAIRMAN**

**DIR. MAXIMO C. ALJIBE, Ph. D., CESO IV** - Director III, Administrative Service

**MEMBERS:**

**OLIVIA SAN PABLO** - Chief, Accounting Division  
**ANTONIO J. ZARAGOZA** - Chief, General Services Division  
**ARMANDO C. RUIZ** - Chief, Budget Division  
**LEONILA G. JOSON** - Officer-in-Charge, Personnel Division  
**NANETTE R. MAMORANSING** - Chief, Records Division  
**MARITNESS L. ABLAY** - Chief, Property Division

**PROJECT CONSULTANTS:**

**USEC. FRANKLIN C. SUNGA** - Undersecretary for Legal Affairs  
**ATTY. MACUR D. MARAHOMBSAR** - Chief, Legal Division  
**ATTY. SABINO M. CRUZ** - Legal Adviser

**RESOURCE PERSONS:**

DPWH Central Office - Representative  
TESDA Central Office - Representative  
PRESIDENT, Association of Department of Education Directors, Inc.  
PRESIDENT, Philippine Association of Schools Superintendent  
PRESIDENT, Association of Elementary Schools Principals  
PRESIDENT, Association of Secondary Schools Principals

**WRITERS:**

Mr. MINRADO BATONGHINOG  
 Dr. ADORACION G. MANANGHAYA  
 Dr. ADORA VEA  
 Mr. ALBERT ALANO  
 2 English Editor  
 7 Selected Regional Administrative Officers  
 3 Selected Division Administrative Officers  
 2 Selected School Administrative Officers  
 President, National Employees Union  
 President, DepEd Central Employees Union

**SECRETARIAT / STAFF :**

ZENAIDA M. DE VERA	-	Lead Secretariat
JOSE E. CUSI, JR.	-	Asst. Lead Secretariat
GONZALO M. NIALDA	-	Purchaser/Buyer
JASON VILLENA	-	Artist, Illustrator
ALLAN D.R. NERA	-	Encoder
MARILOU M. ZAMORA	-	Encoder
JOCELYN G. BAUTISTA	-	Encoder
MARIA BONCAN / MARIBETH GONZALES	-	Accounting Representative
GENE PATRICK MORALES	-	Disbursing Officer
NESTOR VALLES	-	Administrative Assistant
FROILAN LIWANAG	-	Administrative Assistant
BONIFACIO AMOYO	-	Administrative Assistant
REYNANTE AMOYO	-	Administrative Assistant
VINCENT REYES	-	Administrative Assistant

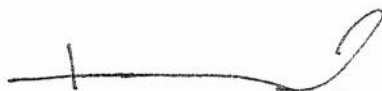
**VALIDATORS:**

SYLVIA BAUTISTA	-	Library
VIRGINIA DE VERA	-	Radio Communication Unit
ROGELIO ESTAVILLO / NOEL DE VERA	-	Security Unit
DOMINIC MADAYAG	-	Motorpool
FLORANTE MENESES	-	Air-conditioning/Electrical
CRISTINO DAVID / CELSO LAS PIÑAS	-	Janitorial and Grounds Maintenance

3. The Technical Working Group (TWG) shall convene for the drafting of the Manual on the following dates at the venues listed:

ACTIVITIES	DATES	VENUE
a. Writeshop on the 1 <sup>st</sup> Drafting and Development of the DepEd General Services Manual	April 22-25, 2008	Teachers Camp, Baguio City
b. Consolidation of All Outputs for Chapter Groupings of the 1 <sup>st</sup> Draft	April 29-30, 2008	Bulwagan ng Karunungan, DepEd Central Office
c. Second Drafting of the Manual (Involves Proof -Reading, Editing and Revisions on the 1 <sup>st</sup> Draft)	May 6-9, 2008	Ecotech, Lahug, Cebu City
d. Cluster Orientation to Solicit Comments / Remarks and Suggestions for the Improvement of the Manual LUZON Cluster VISAYAS Cluster MINDANAO Cluster	May 13 -14, 2008 May 20 – 21, 2008 May 27 – 28, 2008	Teacher Camp, Baguio City ECOTECH Center, Cebu City COA, Cagayan de Oro City
e. Deliberations by the TWG on the Solicited Comments / Remarks and Suggestions on Every Chapter for the Preparation of the 3 <sup>rd</sup> Draft	June 17 - 20, 2008	DAP, Tagaytay City
f. Expert Validation of the 3 <sup>rd</sup> Draft of the Manual	June 25 - 27, 2008	Richville Mansion, Edsa Mandaluyong City
g. Review of the Manual by the TWG, Lay-Outing, Proof-Reading, Editing and Approval of the Contents of the Manual	July 8 - 11, 2008	Teachers Camp, Baguio City
h. Finalization of the Manual	July 29 - 31, 2008	Richville Mansion, Edsa Mandaluyong City
i. Approval by the Technical Committee	August 12 – 15, 2008	Richville Mansion, Edsa Mandaluyong City
j. Revision of the Draft	August 26 – 29, 2008	Richville Mansion, Edsa Mandaluyong City
k. Printing of the Manual	Sept. 8 – 12, 2008	
l. Training of Users	Oct – Dec. 2008	

4. The Technical Working Group (TWG) shall monitor the implementation of the Manual in all DepEd Offices.
5. All expenses incurred by the Technical Working Group and the Secretariat, such as Board and Lodging, Extra Duty Allowances, Supplies / Materials, Travel and other incidental expenses shall be charged against OSEC Funds, subject to the usual accounting and auditing rules and regulations. The travel expenses of the invited writers shall also be charged against OSEC funds.
6. Immediate dissemination of this Memorandum to all concerned is desired.

  
**TEODOSIO C. SANGIE, Jr.**  
Undersecretary  
Officer - In - Charge

Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEES  
SERVICE  
RULES & REGULATIONS