

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Maynila

October 18, 1976

DEPARTMENT ORDER
No. 59, s. 1976

THE ROLE, DUTIES AND RESPONSIBILITIES OF DIVISION CHIEFS

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Chiefs of DEC Divisions
Coordinator, State Colleges and Universities
Schools Superintendents

1. There is inclosed with this Department Order, for the information and guidance of the field, Presidential Decree No. 988, dated August 26, 1976, relative to the role, duties and responsibilities of chiefs of divisions in the departments and agencies of the government and regularizing their appointments.
2. In this connection, attention is invited to Section 1 of the aforesaid Decree which states that "Chief of Division shall refer to the incumbent of a position in the second level of the career civil service, whether in a department or agency or local government, which has the responsibility of overseeing the work of an organizational unit charged with a major and specialized activity."
3. This Department Order should be brought to the attention of all officials concerned.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Incl.:
As stated

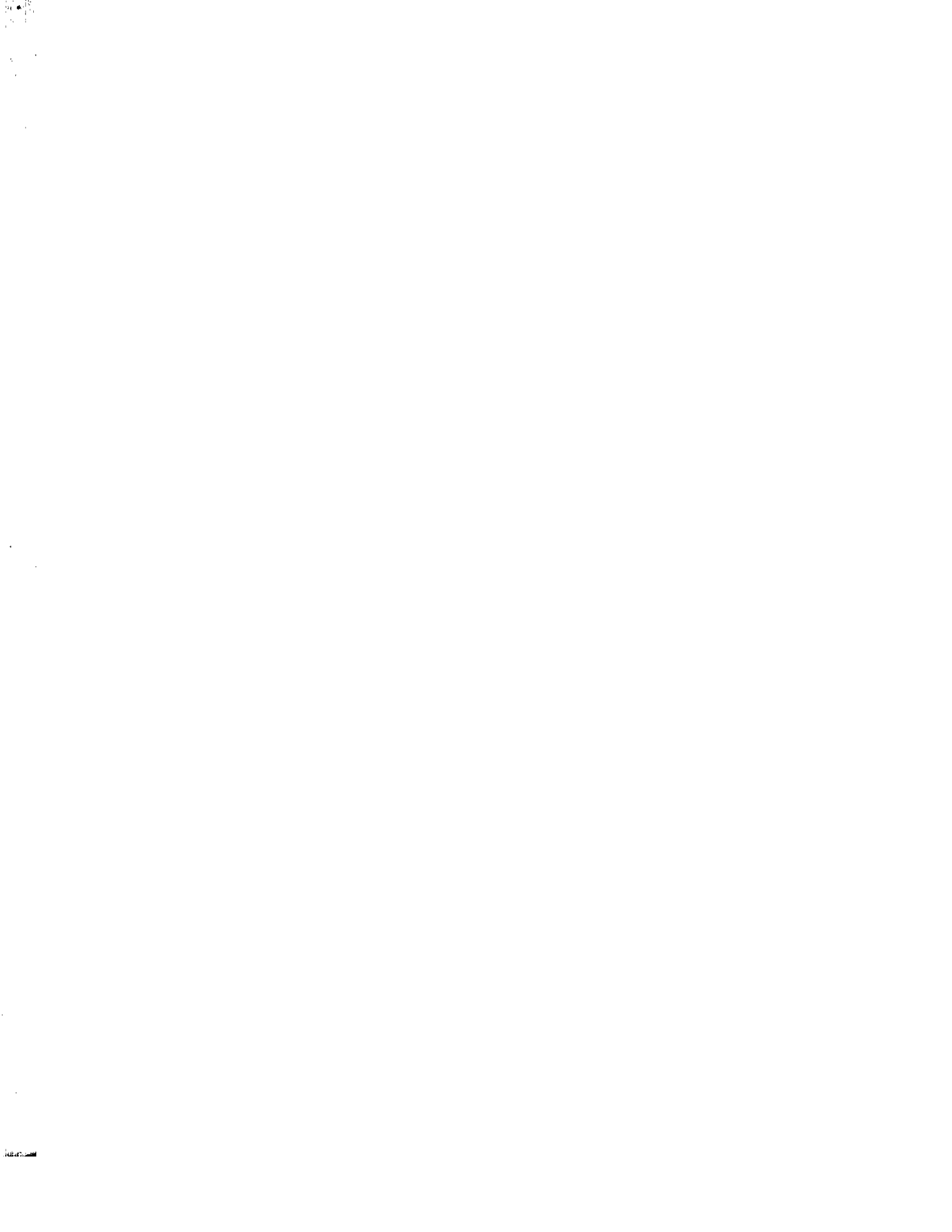
Reference:
None

Allotment: 1-2-3--(D.O. 1-76)

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

BUREAUS & OFFICES
DECREE
OFFICIALS

RULES & REGULATIONS
SERVICE



(Inclosure to Department Order No. 59, s. 1976)

MALACANANG
Manila

PRESIDENTIAL DECREE NO. 988

DEFINING THE ROLE, DUTIES AND RESPONSIBILITIES OF CHIEFS
OF DIVISIONS IN THE DEPARTMENTS AND AGENCIES OF THE
GOVERNMENT AND REGULARIZING THEIR APPOINTMENTS

WHEREAS, Chiefs of Divisions occupy pivotal positions in the governmental hierarchy, comprising the link between the top management and the rank and file of government personnel;

WHEREAS, this puts the Chiefs of Divisions in the best position to oversee the performance of the employees;

WHEREAS, Chiefs of Divisions are directly charged with translating into action the policies, plans and programs of a department or agency, whether these constitute line or staff activities;

WHEREAS, Chiefs of Divisions are generally career officials who have been appointed to their positions by virtue of competence, qualifications and potential not to mention dedication and commitment to department or agency goals;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby decree and order:

SECTION 1. As used in this Decree, "Chief of Division" shall refer to the incumbent of a position in the second level of the career civil service, whether in a department, or agency or local government, which has the responsibility of overseeing the work of an organizational unit charged with a major and specialized activity.

SEC. 2. A Chief of Division shall be appointed to a position whose nomenclature reflects the expertise required in his area of ~~work but such position shall be~~ specifically referred to as a "Chief of Division" position.

SEC. 3. A Chief of Division shall be responsible for the accomplishment of the goals and objectives of his

organizational unit. To this end he shall perform the following:

1. Planning, programming and distribution of work;
2. Motivation, training and development of employees;
3. Review and evaluation of performance of employees;
4. Maintenance of morale and discipline among employees;
5. Development of cooperative and well-coordinated workforce;
6. Coordination and cooperation with other organizational units within the department or agency.

SEC. 4. These functions shall be performed by a Chief of Division in accordance with guidelines, policies and standards set by his higher supervisors and as contained in laws and policies governing his actions.

Further, in the performance of these functions, the Chief of Division shall be responsible and accountable to his higher supervisors.

SEC. 5. The Chief of division shall be required to submit semi-annually an action program for his division based upon the broad policy guidelines of the Office to which his Division belongs, which shall be arrived at in consultation with his employees, the accomplishments of which shall form the basis for the evaluation of the performance of the Division, of himself, and that of his employees.

SEC. 6. A sound comprehensive method for the selection of Chief of Division shall be established by the Civil Service Commission which shall be supplemented and reinforced by thorough and continuous training by the departments and agencies of such.



prospective Chiefs in the obligations and techniques of good supervision.

SEC. 7. Any law or decree or provision of law or decree inconsistent with this Decree is hereby repealed or modified accordingly.

SEC. 8. This Decree shall take effect immediately.

Done in the City of Manila, this 26th day of August, in the year of Our Lord, nineteen hundred and seventy-six.

(SGD.) FERDINAND E. MARCOS
President
Republic of the Philippines

By the President:

(SGD.) JACOBO C. CLAVE
Presidential Executive Assistant

A true copy

