

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

January 12, 1978

DEPARTMENT ORDER
No. 2, s. 1978

FUNCTIONS OF REGIONAL PLANNING OFFICER
(Range 55)

To: Regional Directors

For the information and guidance of the field, herewith are the functions of the Regional Planning Officer, Range 55, of the DEC-Regional Planning Unit:

1. Under direction prepares integrated educational plans, programs and projects of the region.
 - 1.1 Coordinates with the provincial/city divisions in the collection, collation and synthesis of educational data and information needed in planning.
 - 1.2 Analyzes and integrates statistical data and information needed in the formulation of regional educational plans.
 - 1.3 Assists in coordinating with the different provincial/city divisions, planning offices and other agencies in the region in the development and evaluation of educational plans, programs and projects.
 - 1.4 Assists in the formulation of guidelines/criteria for determining priorities for proposed projects for funding and/or appropriate financing schemes.
 - 1.5 Guides in the analysis and evaluation of institutional, district, and provincial/city development plans as basis for aggregative regional educational planning.

2. Prepares reports, documents and other materials pertinent to educational planning.
3. Helps in conducting seminars and workshops on regional educational planning.
4. Provides consultant services in the regions and provincial/city divisions in the preparation of relevant and effective educational plans.
5. Participates in meetings, conferences, seminars and workshops related with his area of work.
6. Performs related work.

Educational Requirement

Master's degree in education or equivalent

Experience Requirement

5 years of teaching experience

2 years of experience in educational administration and supervision which includes experience in educational planning, management, curriculum development and evaluation.

Eligibility

Teacher
 Senior Teacher
 First Grade
 Career Service (Prof.)
 Relevant (R.A. 1030)
 Supervisor

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

Reference:

None

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

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

QUALIFICATIONS
 RULES & REGULATIONS

