

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

February 6, 1978

DEPARTMENT ORDER

No. 5, s. 1978

STRENGTHENING DEC REGIONAL PLANNING OPERATIONS

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

1. Conformably to agreements in the workshop held at the Development Academy of the Philippines on June 29-30, 1977, a permanent planning unit shall be established in each regional office. The assistant regional director shall head the unit and a planning officer shall be designated by the regional director to perform the duties of an action officer. Statisticians and statistical aides including additional personnel such as educational researcher, clerks, typists, and illustrators may be initially drawn from personnel of existing offices or units in the regional office.

2. Additional staff items of the planning unit shall be requested gradually in the next five years. (Attached is a copy of the regional organization chart with the planning unit).

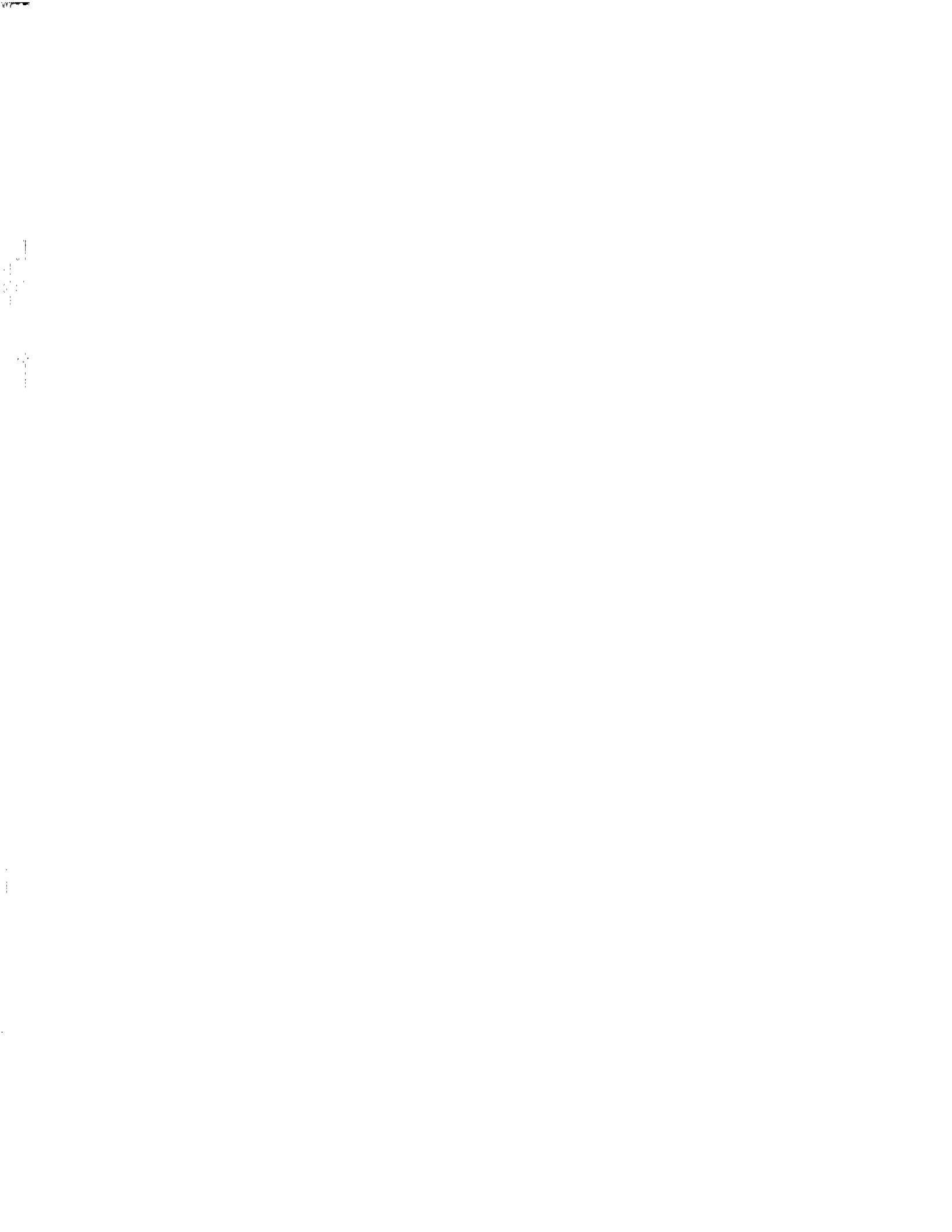
3. Under the direction of the regional director the planning unit shall perform the following duties and functions:

- a. Prepare short, medium and long term educational plans for the region; formulate and implement a program for the preparation of institutional, district, and division plans.

Coordinate with the promotional and administrative divisions of the regional office, school divisions and institutions in the region in the formulation, implementation and evaluation of school division and/or institutional plans.

- c. Prepare reports, documents, and other materials pertinent to planning and disseminate the same to users.
 - d. Compile, organize and analyze informational and statistical data needed for research and for backing up proposals for priority programs and projects for the region.
 - e. Develop projections and forecasts needed in educational planning and management.
 - f. Establish linkages with other regional agencies to strengthen the preparation of regional educational plans.
 - g. Disseminate and collect data-gathering forms.
 - h. Check validity of inputs to educational statistical form.
 - i. Perform such other functions as may be assigned to it by the regional director.
4. A reasonable portion of funds allotted to the region should be placed under the disposal of the unit to enable it to function effectively and efficiently.
5. The assistant regional directors shall meet every quarter to submit reports to the Secretary on the implementation of plans, programs and projects in their respective regions.
6. This Department Order supersedes Department Order No. 35, s. 1975.

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



Incl.:

As stated

References:

Department Orders: Nos. (35, s. 1975) and
2, s. 1978

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

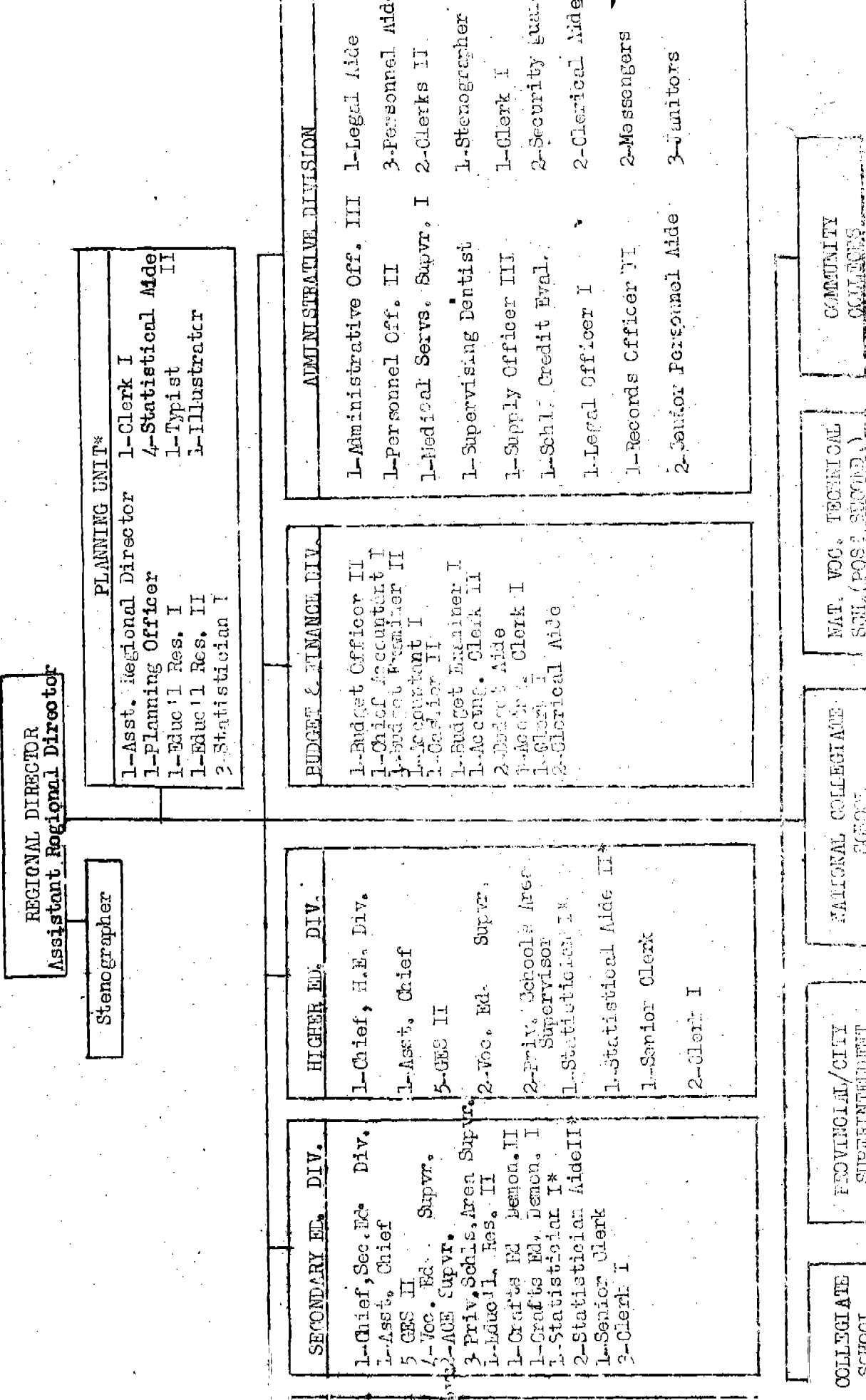
To be indicated in the Perpetual Index
under the following subjects:

~~FUNDS~~
~~OFFICIALS~~
~~PLANS~~

~~REPORTS~~
~~RULES & REGULATIONS~~



REGIONAL OFFICE ORGANIZATION CHART



PLANNING UNIT*

1-Assst. Regional Director 1-Clerk I
 1-Planning Officer 4-Statistical Aide II
 1-Educ'l Res. I 1-Typist
 1-Educ'l Res. II 1-Illustrator
 2-Statistician I

BUDGET & FINANCE DIV.

1-Budget Officer II
 1-Chief Accountant I
 1-Budget Examiner II
 1-Accountant I
 1-Cashier II
 1-Budget Examiner I
 1-Accng. Clerk II
 2-Budget Aide
 1-Budget Clerk I
 1-Clerk I
 2-Clerical Aide

HIGHER ED. DIV.

1-Chief, H.E. Div.
 1-Assst. Chief
 5-GES II
 2-Voc. Ed. Supvr.
 2-Priv. Schools Area Supervisor
 1-Statistician I*
 1-Statistical Aide II
 1-Senior Clerk
 2-Clerk I

SECONDARY ED. DIV.

1-Chief, Sec. Ed. Div.
 1-Assst. Chief
 5 GES II
 4-Voc. Ed. Supvr.
 2-ACE Supvr.
 3 Priv. Schls. Area Supvr.
 1-Educ'l. Res. II
 1-Crafts Ed. Demon. II
 1-Crafts Ed. Demon. I
 1-Statistician I*
 2-Statistician Aide II
 1-Senior Clerk
 2-Clerk I

ADMINISTRATIVE DIVISION

1-Administrative Off. III 1-Legal Aide
 1-Personnel Off. II 3-Personnel Aide
 1-Medical Servs. Supvr. I 2-Clerks II
 1-Supervising Dentist 1-Stenographer
 1-Supply Officer III 1-Clerk I
 1-Schl. Credit Eval. 2-Security Guard
 1-Legal Officer I 2-Clerical Aide
 1-Records Officer VI 2-Messengers
 2-Senior Personnel Aide 3-Junitors

COMMUNITY COLLEGES

NAT. VOC. TECHNICAL SCH. (POST-SECONDARY)

NATIONAL COLLEGIATE SCHOOL

PROVINCIAL/CITY SUPERINTENDENT

COLLEGIATE SCHOOL

and staff are

of

