

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

March 12, 1987

DECS O R D E R
No. 23, s. 1987

CREATING AN AD HOC COMMITTEE ON, AND PRESCRIBING GUIDELINES
FOR, THE IMPLEMENTATION OF THE REORGANIZATION
OF THE DEPARTMENT OF EDUCATION,
CULTURE AND SPORTS

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Cultural Agency Directors
Chief of Service and Heads of Units/Centers

1. In connection with the reorganization of the Department of Education, Culture and Sports, by virtue of Executive Order No. 117 dated January 30, 1987, an ad-hoc committee is hereby created to be called the Executive Committee, and guidelines are hereby prescribed for information/compliance of all concerned.
2. The Committee which shall be responsible for the implementing details of the reorganization of the Department of Education, Culture and Sports shall consist of the following:

Undersecretary Victor Ordoñez	- Chairman
Undersecretary Tomas Santos	- Legal Adviser
Asst. Secretary Patricia St. Tomas	- Vice Chairman
Dr. Orlando Claveria	- Coordinator
Asst. Secretary Jesus Manipula	- Member
Asst. Secretary Felix Santos	- Member
Asst. Secretary Diosdado Tuason	- Member
Asst. Dir. Ma. Lourdes Macatangay	- Member
Mr. Alfredo Flores	- Consultant

Technical Assistance

Mr. Leovigildo Arellano (DECS)
Ms. Teresita Bateria (Dent. of Budget and Mgmt.)
Ms. Milagros Pantig (Dent. of Budget & Mgmt.)
Ms. Nellie Dawinan (Dent. of Budget & Mgmt.)
Ms. Lydia Reyes (Dent. of Budget & Mgmt.)

Support Staff

Mr. George Garma (DECS)
Ms. Reynalda Cecilia (DECS)
Mr. Selwyn Briones (DECS) Word Processor
Mr. Deogracias Genito, Jr. (DECS) Word Processor
Mr. Rufino Dionisio (DECS) Word Processor
Ms. Dionne Castillo (DECS)

Mr. Roel Mata (Private)
Mr. Ferdinand Mariano (DECS) Messenger
Mr. Rodrigo Ferrer (DECS) Driver

3. Required Submissions

All heads of bureaus, services, regional offices, attached agencies, centers and units are hereby directed to prepare and submit the following to the ad hoc committee not later than March 17, 1987:

- a. Present and proposed organizational structure, statements of functions and staffing pattern (down to division level only) for their respective offices in accordance with the provisions of Executive Order No. 117 and the guidelines herein prescribed.
- b. Comparative descriptions of present and proposed organizational structure and staffing pattern and justifications for proposed changes shall likewise be submitted for Item 1.

4. Guidelines

As a general rule, the following guidelines shall be considered:

a. On Organization and Functions

The proposed organizational structure and functional statements should primarily consider the objectives and functions of their respective offices and the overall mission of the Department. In particular, the proposals for determining the divisions/units should meet the standards of economy, effectiveness and efficiency.

- b. Administrative Divisions shall be allowed only for attached agencies.
- c. No overlapping of functions within the department, bureaus and equivalent units shall be allowed.

5. On Staffing

- a. Positions of similar responsibilities should have standard position titles and salary scales.
- b. The types, number and hierarchical patterns of positions should be based on the mandated functions of their respective units as well as their present and projected workloads, without any provision for casual employees.
- c. Confidential positions should be indicated as such.
- d. As much as possible, only existing position titles as prescribed by the DBM should be adopted.

- e. The proposal should be within the limits of appropriations for personal services allocated for the office/unit.
- f. The Financial and Management Service shall provide all units their respective indicative ceilings for personal services for CY 1987 (see Inclosure 1 to this Order).

6. Timetable

In view of the time constraints, all concerned are enjoined to closely observe the following timetable:

March 13	- Issuance of Guidelines
March 16	- Clearance by different units of their proposals with their Undersecretaries
March 17	- Submission of proposals by the agencies, units, divisions, regional offices to the ad hoc committee.
March 24	- Committee proposals on proposed organization and functions. (Furnish the office concerned of appropriate committee proposal)
March 30- April 3	- Agency hearings on proposals on structures, functions and staffing patterns. (See Inclosure 2)
April 6-10	- Integration of proposals/structures/functions (First draft)
April 13-30	- Meet with bureaus/offices and work out staffing patterns
May 8	- First draft of implementing details (For presentation to the Secretary of Education)
May 9-15	- Final draft preparation per decision of the Secretary.
May 29	- Issuance of DECS Order on Implementing Details

7. The Committee may issue such additional guidelines as it may deem necessary for the effective implementation of the reorganization plan.

8. For further inquiries, please contact Dr. Orlando B. Claveria, Tel. Nos. 47-92-11 or 48-22-11 loc. 285 and 230.

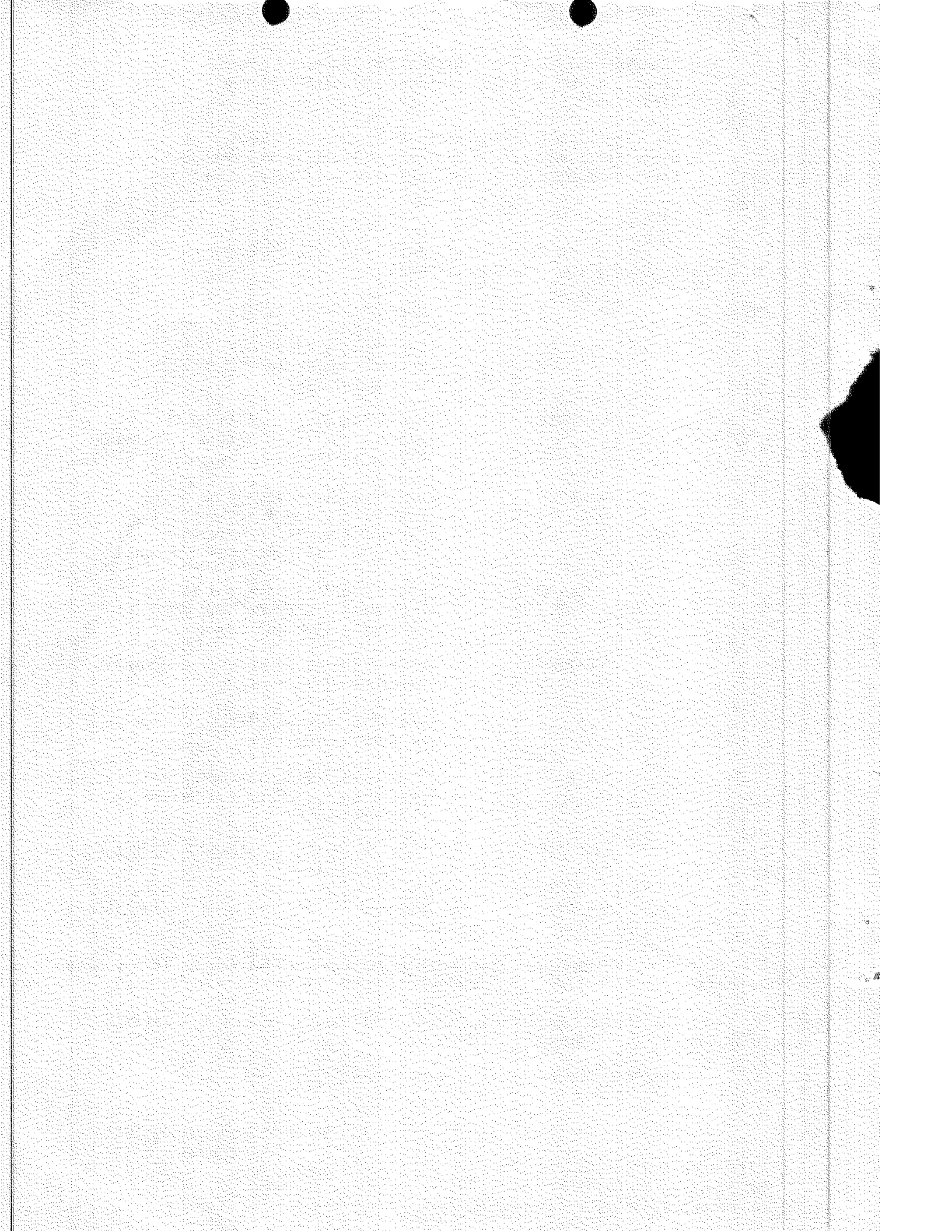
9. This DECS Order takes effect immediately.

(SGD.) LOURDES R. OUISUMBING
Secretary

Reference: None

Allotment: 1--(M.O. 1-87)

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



(Inclosure No. 1 to DECS Order No. 23, s. 1987)

(Based on 1987 PSI)

<u>OFFICE</u>	<u>TOTAL PERSONAL SERVICES</u>
OSEC	¥ 1,657,940
ADM	2,588,872
FMS	1,858,056
IPS	725,066
OPS	2,147,820
<u>Bureaus</u>	
BEE	¥ 4,520,000
BSE	3,710,000
DHE	4,652,000
BSD	1,251,000
BTVE	1,731,000
DCF	2,260,000
<u>Centers</u>	
SHNC	¥ 1,822,000
NETC	2,793,000
NSLC	3,120,000
CYRC	1,921,000
<u>Cultural Agencies</u>	
INL	¥ 4,594,000
NHI	5,981,000
TNL	5,963,000
NM	10,633,000
<u>Others</u>	
IMC	¥ 159,000
EVNS	482,000
Teachers Camp	1,288,000
Population Education	1,130,000

<u>II. Regional Offices</u>		<u>Total Personal Services</u>		
<u>REGION</u>	<u>REGIONAL OFFICE</u>	<u>EL MENTARY</u>	<u>SECONDARY</u>	<u>HIGHER EDUCATION</u>
NCR	4,530,000	630,989,000	7,373,000	6,968,000
I	3,863,000	625,086,000	119,574,000	3,432,000
II	3,122,000	347,645,000	79,001,000	6,233,000
III	3,376,000	660,538,000	70,201,000	10,181,000
IV	3,370,000	926,441,000	128,423,000	24,909,000
V	3,339,000	575,439,000	76,397,000	11,785,000
VI	3,456,000	770,207,000	143,830,000	32,284,000
VII	3,802,000	548,458,000	13,194,000	7,804,000
VIII	3,212,000	481,015,000	68,317,000	16,430,000
IX	3,206,000	388,481,000	41,225,000	12,573,000
X	3,597,000	401,312,000	54,984,000	5,696,000
XI	3,555,000	469,809,000	45,589,000	3,600,000
XII	2,949,000	396,771,000	30,114,000	10,139,000

(Inclosure to DECS Order No. 23, s. 1987)

Schedule of Agency Hearings

MARCH 30

8:00 - 10:00 a.m. - BHE/NSSLC/Foreign Students Office
10:00 - 12:00 a.m. - BSE/POP ED.
1:00 - 3:00 p.m. - BEE/POP Ed.
3:00 - 4:00 p.m. - BNT
4:00 - 5:00 p.m. - EDPITAF

MARCH 31

8:00 - 10:00 a.m. - BVTE
10:00 - 12:00 a.m. - BPSS
1:00 - 3:00 p.m. - NETC/CYRC
3:00 - 5:00 p.m. - SHNC

APRIL 1

8:00 - 9:00 a.m. - MECS RO I
9:00 - 10:00 a.m. - RO II
10:00 - 11:00 a.m. - RO III
11:00 - 12:00 a.m. - RO IV
1:00 - 2:00 p.m. - RO V
2:00 - 3:00 p.m. - RO VI
3:00 - 4:00 p.m. - RO VII
4:00 - 5:00 p.m. - RO VIII
5:00 - 6:00 p.m. - RO IX
6:00 - 7:00 p.m. - RO X

APRIL 2

8:00 - 9:00 a.m. - MECS RO XI
9:00 - 10:00 a.m. - RO XII
10:00 - 11:00 a.m. - NOR
11:00 - 12:00 a.m. - Teachers Camp
1:00 - 2:00 p.m. - FMS
2:00 - 3:00 p.m. - OPS
3:00 - 4:00 p.m. - AS
4:00 - 5:00 p.m. - Technical Service

APRIL 3

8:00 - 10:00 a.m. - HRD/NLC
10:00 - 11:30 a.m. - National Museum
1:00 - 2:30 p.m. - National Library
2:30 - 4:00 p.m. - Nat. Hist. Inst.
4:00 - 5:30 p.m. - Institute of Philippine
Languages