

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

September 12, 1988

DECS O R D E R
No. 85, s. 1988

ESTABLISHMENT OF REGIONAL AND DIVISION PROJECT MANAGEMENT
COMMITTEES FOR THE IMPLEMENTATION OF THE SECONDARY
EDUCATION DEVELOPMENT PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. To insure the effective and efficient implementation of all policies, projects and activities under the Secondary Education Development Program (SEDP), a Regional Project Management Committee (RPMC) and a Division Project Management Committee (DPMC) shall be established in each region.
2. The RPMC and the DPMC shall be responsible for the management, coordination, monitoring and supervision of the implementation of all policies, projects and activities at the regional and divisional levels including those for the private secondary schools in coordination with the Fund for Assistance to Private Education (FAPE).
3. The RPMC and the DPMC shall be chaired by the Regional Director and Schools Superintendent, respectively. Inclosure 1 contains the specific functions, organizational setup and membership of the RPMC and those of the DPMC are contained in Inclosure 2.
4. The number and composition of the members of the Committee shall be determined by the regional offices as discussed in the workshops at DAP, Tagaytay and ECOTECH, Cebu.
5. A series of seminar workshops should be conducted to ensure the efficient operation of the RPMC and DPMC.
6. Immediate dissemination of this Department Memorandum is desired.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incls.:

As stated

References:

DECS Order: Nos. 1 and 26, s. 1988

Allotment: 1-2-3-d--(M.O. 1-87)

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

(Inclosure No. 1 to DECS Order No. 85, s. 1988)

FUNCTIONS AND MEMBERSHIP OF THE PROJECT
MANAGEMENT COMMITTEE

A. Functions of the RPMC

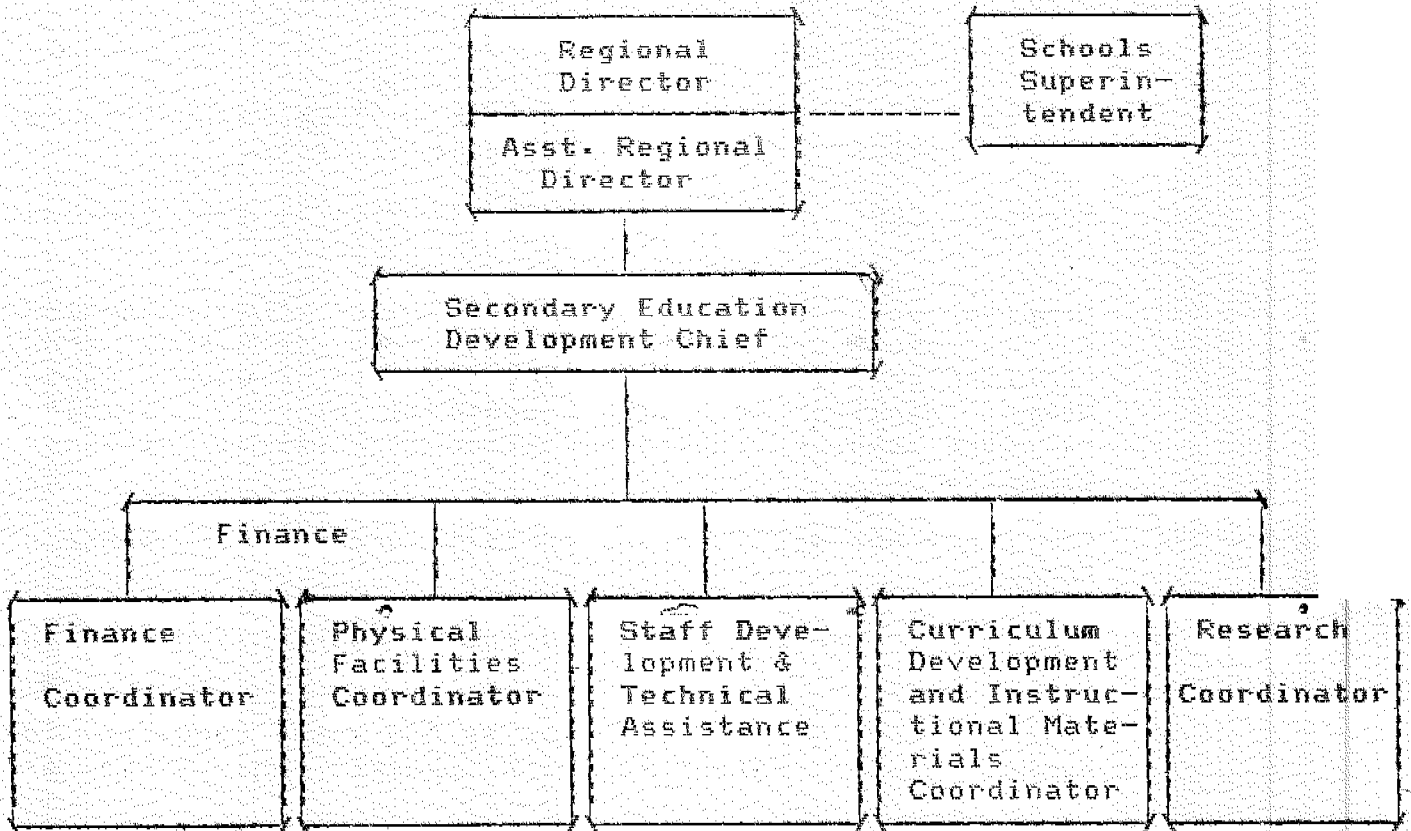
1. Manage, coordinate and supervise the implementation of all project activities at the regional level.
2. Approve SEDP work plans and activities at the regional level.
3. Compile and forward to the Secretary of DECS Attention: Bureau of Secondary Education, copy furnished (PMU) (EDPITAF), University of Life, Meralco Avenue, Pasig, Metro Manila) for final approval of the divisions selected schools for the provision of physical facilities packages.
4. Carry out appraisal of sub-projects under the guidance of PMU.
5. Facilitate textbook and equipment distribution in the region.
6. Collect and forward promptly to PMU data required for assessing the extent to which project objectives are being met.
7. Facilitate project-related research studies as needed.
8. Consolidate division reports on project implementation activities in the region for submission to BSE, copy furnished PMU not later than June 15 of each year starting 1989.
9. Carry out other related tasks requested by PMU.

B. Membership of the RPMC

The RPMC shall be chaired by the Regional Director or his/her designated representatives with the Chief of Secondary Education assisting. Members shall be drawn from among the personnel of the Regional Office and shall be appointed by the Regional Director. The Committee shall be composed of the following:

Finance Coordinator
Physical Facilities Coordinator
Staff Development/Technical Assistance Coordinator
and Private Schools
Curriculum Development and Instructional
Materials Coordinator
Research Coordinator

C. Organizational Set-up



(Inclosure No. 2 to DECS Order No. 85, s. 1988)

FUNCTIONS, MEMBERSHIP AND ORGANIZATIONAL SET-UP
OF THE DIVISIONAL PROJECT MANAGEMENT
COMMITTEE

I. Functions of the DPMC

1. Assist Project Management Unit for Secondary Education Development Program (PMU-SEDP) in appraising sub-projects in the Division.
2. Coordinate supervision of construction activities and submit reports to RPMC.
3. Provide the regional office and OPS with enrolment data and other project monitoring data as required.
4. Monitor and facilitate the timely distribution of textbooks and equipment at the division level.
5. Facilitate project-related teacher training activities in the division.
6. Nominate division staff for project fellowship according to the criteria established.
7. Report to the regional office on a quarterly basis on all aspects of project development in a format supplied by PMU.
8. Cooperate in the implementation of project-related research activities.
9. Carry out related activities requested by PMU.
10. Validate the list of recipient schools prepared by the PFD-BSE on the basis of available School Inventory Profiles.

II. Membership of DPMC

The DPMC shall be chaired by the Division Superintendent of Schools or his/her representative. Members shall be drawn from among the personnel of the division office and shall be appointed by the schools superintendent. It shall be composed of the following:

Representative from the Administrative Unit
(In-Charge of Physical Facilities)

Representative from the Promotional Unit
(In-Charge of Curriculum and Instructional
Materials and Research Studies)

Representative from the Promotional/Planning
(In-Charge of Staff Development and Tech-
nical Assistance and Representative from
Private Schools)

Three (3) Principals - one (1) Public High School,
one (1) Vocational High School and one (1)
Private High School

III. Organizational Set-up

