

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

August 21, 1990

DECS O R D E R
No. 92, s. 1990

STRENGTHENING THE OPERATIONALIZATION OF THE GOVERNMENT
PRODUCTIVITY IMPROVEMENT PROGRAM (GPIP) IN THE DECS

To: Undersecretaries
Assistant Secretaries
Bureau/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
Chiefs of Divisions

1. In September 1987, President Aquino issued Administrative Order No. 38 establishing the Government Productivity Improvement Program (GPIP) to energize the bureaucracy and improve the delivery of basic and frontline services.

2. All line agencies of the National Government which include DECS are enjoined to participate in the GPIP. The National Council on Government Productivity Improvement Program chaired by the Secretary of the Department of Budget and Management was established as the primary and coordinating body of the program, with the Secretary of Education, Culture and Sports and other line Secretaries as members.

3. To implement the GPIP, the following Committees under the Council were created:

- a. Technical Committee - Acts as the clearinghouse of matters before the National Council takes action. (Undersecretary level)
- b. Productivity Improvement Projects (PIP) Committee initiates activities. (Assistant Secretary level)
- c. Public Awareness and Information (PAI) Committee as the public relations arm. (Director level)
- d. Other sub-committees.

4. In consonance therefore with Administrative Orders Nos. 38, s. 1987 and 63, s. 1988, this Department has reconstituted the support committees which are listed in the inclosure to this Order together with officials designated to implement DECS programs on productivity improvement as well as the Service Improvement Program launched by DECS in 1986 assisted by the Productivity and Development Center (PDC) of the Development Academy of the Philippines (DAP).

5. Each team/office shall study and decide through the Service Improvement Program (SIP) approach which area/s is/are practical to pursue since the applicability is situational in context. All regional, division, and district offices which have no trained SIP facilitative trainers shall conduct a training program to be assisted by the DECS HRDS Staff Development Division.

6. The chief of the Management and Audit Division will in turn assign at least three SIP facilitators trained by DAP for assistance in installing Service Improvement Teams (SITs).

7. This Order shall amend DECS Order No. 72, s. 1988; and shall take effect immediately.

8. Cooperation of all concerned is enjoined.

(SGD-) ISIDRO D. CARINO
Secretary

Incl.:

As stated

Reference:

DECS Order: (No. 72, s. 1988)

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

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

BUREAUS & OFFICES
COMMITTEE
EMPLOYEES
OFFICIALS
SERVICE
TEACHERS

(Inclosure to DECS Order No. 92, s. 1990)

A. DECS GPIIP IMPLEMENTING COMMITTEES

1. Steering Committee (DECS level) - Undersecretary

Erlinda C. Pefianco who is also a member of GPIIP
Technical Committee Chairman
Undersecretary Luis Baltazar Co-Chairman
Asst. Secretary Marina Pangan Member
Asst. Secretary Edna Formilleza - do -
Asst. Secretary Marcial Salvatierra - do -
Asst. Secretary Ramon Bacani - do -
Director Orlando B. Claveria - do -
Director Reno Capinpin - do -
Chief Leovigildo Arellano - do -

Functions:

Defines program goals and formulate plans, policies and guidelines for the implementation of Government Productivity Improvement Program and the DECS Service Improvement Program.

2. DECS Productivity Improvement Projects DECS-PIP Committee -

Asst. Secretary Edna Formilleza Chairman
Asst. Secretary Ramon Bacani Co-Chairman
BEE Director Edith Carpio Member
BSE Director Avelina Llagas - do -
BHE Director Hernando Dizon - do -
BTVE Director Pedro Esteban - do -
SHNC Director Adelfo Trinidad - do -
NFE Director Remigio Romulo - do -
BPRESS Director Aparicio Mequi - do -
Cultural Agency Directors Members

3. DECS Public Awareness and Information Committee

Dr. Orlando B. Claveria Chairman
Miss Elena Q. Tanodra Co-Chairman
Mrs. Gloria Liquicia Member
Mrs. Bernadette Narvosa - do -
All Information Officers Members

Function:

Execute a DECS System-wide and public awareness and information program using existing tools.

4. Service Improvement Program (SIP)

Mr. Leovigildo P. Arellano Chairman
Management & Audit

Division Staff-Secretariat

- a. Resume the SIP-DECS activities and re-install Service Improvement Teams (SITs) in DECS Office up to the school level.
- b. Develop Service and Productivity Improvement strategies for use of DECS offices up to school level.
- c. Serve as anchor office for IP, SIP, and SPRING activities.
- d. Submit status reports to Steering Committee.

5. Training Committee

Dr. Fe Hidalgo Chairperson
Mr. Leovigildo Arellano Co-Chairperson
All SIP trainer -
facilitators Members

Functions:

- a. Train and re-train DECS-PIP and SIP leaders from Central and Regional Offices personnel;
- b. Participate in PIP, SIP and other related seminars, workshops, and trainings;
- c. Invite external resource persons with expertise on organizational reforms, management effectiveness, and operational economics; and
- d. Coordinate with other support groups.

6. Evaluation Committee

Dr. Frine Jimenez Chairperson
Dr. Blanquita Bautista Member
Mr. Benjamin Etrata - do -
Miss Estelita D. Millan - do -
Miss Lucy Eleazar - do -

Functions:

- a. Formulate criteria for project evaluation and determine appropriate format of reports;

- b. Review DECS-PIP & SIP proposals and assist DECS-SIP and PIP teams in evaluating the implementation of the activities;
- c. Coordinate with other support groups; and
- d. Submit evaluation reports.

7. Incentive Awards Committee

- Asst. Secretary Marcial Salvatierra . . . Chairman
- Mr. George Garma Member
- Mrs. Iluminada Palaris - do -
- Mrs. Ray Seludo - do -
- Mr. Mirrado Batonghinog - do -
- Mrs. Adoracion del Prado - do -
- Mrs. Belma Regis - do -

Functions:

Develop an incentive scheme providing cash and/or material awards to individuals and teams who, as a result of the implementation of their innovative projects or activities, improved the efficiency and economy of the organization's operations.

8. Secretariat/Coordinators

- a. Mr. Leovigildo P. Arellano and the Management Division Staff
- b. Mrs. Norma R. Bernardo

Functions:

- a. Coordinate and monitor all DECS-PIP and SIP activities to determine what types of projects are implemented, the cost effectiveness and report of implemented projects on the entire organization;
- b. Designate DECS representatives in external DECS, PIP and SIP related activities; and
- c. Integrate and consolidate status reports and project proposals.

9. In-depth productivity improvement innovations in the DECS (national down to school level) shall focus on the following:

- 1. Cost effectiveness;

2. Work simplification;
3. Systems improvement;
4. Delivery problems such as reduction of lead time, increase of daily output, reduction of unfinished work, shortening of long processes, and red tape cutting;
5. Reduction of costs, especially on wastage of resources on materials, wear and tear of office equipment and tools;
6. Improving safety, such as better care of office machines, cleanliness and sanitation, orderliness and improving areas where work is difficult;
7. Improving morale of employees such as reduction of absenteeism and beautification of workplace; and
8. Others: getting more people to speak up at meetings, increasing technical skills thru a DECS-SIT Circle activities and attendance at appropriate training courses.

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