

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

November 12, 1990

DECS O R D E R
No. 127, s. 1990

ESTABLISHMENT OF EMERGENCY TELEPHONE NUMBERS AT DECS CENTRAL
OFFICE AND SUBMISSION OF WEEKLY SITUATION REPORTS

To: Bureau Directors
Regional Directors
Cultural Agency Directors
Other DECS-attached Agencies

1. In order to provide the Office of the Secretary with timely and accurate information regarding actual and potential problems affecting DECS operations especially in the field, emergency telephones have been established in the DECS Central Office, as follows: 40-92-16; 47-91-13; 40-93-19. A small staff headed by Ms. Erna Aganon has been assigned to monitor calls through these telephones and relay messages to the appropriate officials concerned.

2. All DECS officials are hereby encouraged to utilize these telephones (in addition to the usual radio messages and telegrams) to bring to the attention of the Office of the Secretary matters needing urgent attention such as delayed salaries of personnel, class disruptions due to strikes, earthquakes, typhoons, floods, and similar emergencies.

3. All regional, bureau, cultural, and other DECS-attached agencies are likewise directed to submit brief situation reports every week focusing on operational and clientele-oriented problems; the actions that they have taken to address these problems; and actions required from the DECS Central Office, if any. A sample format is attached for reference.

4. The reports should be received by DECS Central Office (c/o Ms. Erna Aganon) every Friday, in time for the regular management team meetings of the Secretary, Undersecretaries, and Assistant Secretaries every Monday. Regional directors may send their reports via radio message.

5. For the compliance of all concerned.

(SGD-) ISIDRO D. CARINO
Secretary

Incl.:

As stated

Reference:

N o n e

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

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

BUREAUS & OFFICES
OFFICIALS

SAMPLE FORMAT

Situation Report for the Period _____

Name of Bureau/Region/Attached Agency

Problem/Concern	Action Taken by Division/Region:	Needed Action from Central Office: (if any)	Other Recommendatio
1. Ex. Delayed salaries of high school teachers When delayed Why delayed No. of teachers affected			

Submitted by:

(Position)

(Date)