



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
BUREAU OF NONFORMAL EDUCATION
3rd Floor Main Bldg., University of Life Complex
Pang. 1600, Metro Manila

November 21, 1997

DECS ORDER
No. 98, s. 1997

**GUIDELINES IN FILLING UP OF CONTRACTUAL POSITIONS FOR THE
NONFORMAL EDUCATION DISTRICT COORDINATORS FOR
THE PHILIPPINES NONFORMAL EDUCATION PROJECT**

ADB LOAN NO. 1254 PHI (SF)

10. Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors

1. In line with the government's program of Education for All and pursuant to the objective of Loan Covenant under the Philippines Nonformal Education Project (PNFEP) funded by the Asian Development Bank (ADB), strategic plans have to be vigorously pursued by this Department to eradicate illiteracy and sustain literacy development by the year 2000 and beyond. The need for NFE District Coordinators has been clearly established as critical to the success of the PNFE Project under the Bureau of Nonformal Education. For this reason, the appointment of full-time NFE District Coordinators in the twenty-five (25) divisions targeted by the Project was made part of the Loan Agreement signed between the Government of the Philippines and the Asian Development Bank Loan No. 1254 PHI (SF).

2. The Department of Budget and Management (DBM) has approved the creation of seventy-eight (78) contractual positions for the Nonformal Education District Coordinators with Salary Grade Thirteen (13) and a premium of twenty per cent (20%). The distribution of the aforementioned positions by region, municipality and district is presented in inclosure No. 1. These positions which are intended only for the targeted sites of the ADB-Assisted NFE Project should be filed in Regions V, IX, XI, XI1 and ARMM before the year ends in 1997 while those from Regions IV, VI, VII, VIII and CAR will be filed in 1998.

3. The Division Schools Superintendents concerned will be responsible for the recruitment, selection and appointment of Contractual NFE District Coordinators in the targeted municipalities using the criteria specified in inclosure No. 2.

4. The term of contract may cover six months to one year and its renewal depends on the performance rating of the contractual NFE coordinator based on the accomplishment of his duties and responsibilities enumerated in inclosure No. 3.

5. The teachers designated as regular NFE district coordinators shall still be retained despite the appointment of the contractual coordinator. The contractual and the designated regular NFE coordinators have to work harmoniously for the successful implementation of the Philippines Nonformal Education Project. The Regular NFE

2.10


District Coordinator will assume full responsibility for all nonformal education programs when the tenure of the contractual coordinator terminates.

6. It is understood that the term of the contractual NFE District Coordinator is co-terminous with the Philippines Nonformal Education Project.

7. Attached are copies of the following: PNFE Targeted Regions, Municipalities and Districts; Selection Criteria for Contractual NFE District Coordinator; and Duties and Responsibilities of NFE Coordinator.

8. The date of effectivity of appointment of the contractual NFE District Coordinator is upon signing of the appointing official.

9. A report on deployment shall be submitted to the Bureau of Nonformal Education upon finalization of the appointment of the contractual NFE District Coordinator.


RICARDO T. GLORIA
Secretary of

Incls.

As stated.

Reference:

None

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT
NONFORMAL EDUCATION
OFFICIALS

(inclosure No. 1 to DECS Order No. 21, s. 1997)

PHILIPPINE'S NONFORMAL EDUCATION PROJECT
Targeted Regions, Provinces and Districts

TO BE FILLED IN 1998 upon advise from DECS - SNFE

REGION	DIVISION	MUNICIPALITY	NO. OF DISTRICTS	ALLOCATION Of Item
VII	Bihar	Inabanga	2	1
		Pilar	1	1
		Talibon	1	1
	Negros Oriental	Tayasan	1	1
		Mabinay	1	1
CAR	Iligao	Bayawan	2	1
		Mayoyao	1	1
		Agulnardo	1	1
	Abra	Benagué	1	1
		Salaypadan	1	1
		Bucay	1	1
		La Paz	1	1
VIII	Southern Leyte	Maasin	2	1
		Sogod	1	1
		Silago	1	1
	Western Samar	Sta. Margarita	1	1
		Carabugan	4	1
	Northern Samar	Jiabong	1	1
		Silvino Lobos	1	1
		Lax Navas	1	1
VI	Aklan	Loja de Vega	1	1
		Mulinao	1	1
		Libacao	1	1
	Capiz	Madalag	1	1
		Maryon	1	1
		Tupac	2	1
	Antique	Jamindan	1	1
		Barbaza	1	1
		Laba-a	1	1
IV	Romblon	Valderrama	1	1
		Romblon	1	1
		San Agustin	1	1
	Oriental Mindoro	Cajidiocan	1	1
		Bulabulan	1	1
		Baco	1	1
Total No. of Districts for Group B.			43	36
Total No. of Districts			64	76

(Inclosure No. 1 to DECS Order No. 97 s. 1997)

PHILIPPINES NONFORMAL EDUCATION PROJECT
Targeted Regions, Provinces and Districts

TO BE FILLED IN NOVEMBER 1997

REGION	DIVISION	MUNICIPALITY	NO. OF DISTRICTS	ALLOCATION Of Item
V	Sorsogon	Casiguran	1	1
		Irrain	1	1
		Sta. Magdalena	1	1
	Catanduanes	Biras	2	1
		Pandan	2	1
		San Andres	2	2
	Masbate	Cawayan	1	1
		Placer	2	2
		Esperanza	1	1
XII	North Cotabato	Carmen	1	1
		Kabacan	3	2
		Pikit	3	1
XI	Sultan Kudarat	Columbio	1	1
		Litayan	1	1
		Palimbang	1	1
ARMM	Lanao Sur I	Kapai	1	1
		Masiu	3	1
		Ditsaan Ramain	2	1
	Lanao Sur II	Ganassi	1	1
		Tubaran	1	1
		Bayang	1	1
	Maguindanao	Sultan sa Barongis	1	1
		Talayan	1	1
		Blujan	1	1
	Tawi-Tawi	Tandubas	1	1
		Sape-sape	1	1
		South Ubian	2	1
	Sulu	Parang	1	1
		Luluk	1	1
		Pangutaran	1	1
IX	Basilan	Tuburan	1	1
		Tipo-tipo	1	1
		Sumisip	1	1
	Zamboange del Norte	Siatan	1	1
		Siboco	1	1
		Baliguan	1	1
	Zamboange del Sur	Arcia	1	1
		Lapuyan	1	1
		Misahip	1	1
Total No. of Districts for Group A			51	42

PROPOSED SELECTION CRITERIA FOR CONTRACTUAL NFE DISTRICT COORDINATOR

Educational Qualification	Experience and Training Requirements	Physical and Personal Requirements	Additional Requirements
<ul style="list-style-type: none">- must be a bachelor degree holder- preferably with NFE units- preferably a graduate of social science or education	<ul style="list-style-type: none">- has been facilitator/ parateacher- has been involved in NFE activities or community development activities	<p>10 8 22 17</p> <ul style="list-style-type: none">- should not be more than 35 years old- must be physically fit- must have good moral character- must not have pending criminal and administrative case	<ul style="list-style-type: none">- must be a bonafide resident of the municipality as certified by the barangay captain- must be willing to work in the community- must be able and willing to render the required service

**DUTIES AND RESPONSIBILITIES OF NFE COORDINATOR
(For NFE Project Municipalities)**

Key Result Area	Regular NFE Coordinator	Contractual NFE Coordinator
1. Planning	⇒ Coordinates and participates in the planning for development and implementation of NFE projects inclusive of its components at the district level	⇒ Coordinates the NFE project implementation plans at the barangay level ⇒ Prepares Request for Proposals (RFP), disseminates RFPs to potential service providers and follows-up the proposal submission processes.
2. Advocacy and Social Mobilization	⇒ Coordinates the conduct of advocacy and social mobilization activities for the NFE Projects in the district	⇒ Conducts the advocacy and social mobilization activities in the selected target barangays ⇒ Prepares and sends requests for proposal (RFPs) to service providers.
3. Research and Development	⇒ Coordinates the research and development activities essential for the NFE projects in the district e.g. a.) Surveys to identify target NFE learners, service providers, and other resources for the NFE programs, projects and activities b.) Assessment of community learning needs c.) Development of a localized curriculum d.) Development of community-based learning materials e.) Innovations	⇒ Coordinates the implementation of research and development activities identified for the district in the selected target barangays for the different NFE programs
4. Linkage and Networking	⇒ Establishes or reactivates the MCC or recruits another multi-sectoral group in the community ⇒ Coordinates the establishment and improvement of linkage and networking systems among the MCC, service providers, the division office and other related agencies/offices to help sustain activities in the district	⇒ Coordinates the linkage and networking among various agencies and individuals to facilitate addressing barangays, NFE program/project needs

**DUTIES AND RESPONSIBILITIES OF NFE COORDINATOR
(For NFE Project Municipalities)**

Key Result Area	Regular NFE Coordinator	Contractual NFE Coordinator
5. Management of information and Related Administrative Functions	<ul style="list-style-type: none"> ⇒ Acts as Secretary to the MCC ⇒ Coordinates the development of information, administrative and management systems in the district ⇒ Records and maintains a list of potential service provider organizations in the municipalities 	<ul style="list-style-type: none"> ⇒ Provides the clerical and related administrative support functions needed by the MCC and other stakeholders e.g., organization of meetings, conferences, trainings and workshops ⇒ Participates in the development of the MIS inclusive of the documentation and reporting that are needed for and of the programs and projects in the selected barangays
6. Monitoring and Evaluation	<ul style="list-style-type: none"> ⇒ Coordinates the monitoring of the programs and projects in the district ⇒ Assists in the screening of project proposals by the MCC ⇒ Coordinates the evaluation needs of the programs/projects in the district 	<ul style="list-style-type: none"> ⇒ Monitors the status of project proposals submitted in coordination with the Division NFE Supervisor ⇒ Coordinates the screening of project proposals by the MCC ⇒ Monitors the actual implementation of the project in the selected barangays
7. Technical Assistance	<ul style="list-style-type: none"> ⇒ Provides technical assistance to the MCC, community leaders, the contractual coordinator, clientele groups and other stakeholders regarding NFE and related matters e.g. <ul style="list-style-type: none"> a.) Program/project planning b.) NFE-SCS c.) Proposal Development d.) Social Mobilization e.) Fund sourcing f.) Literacy surveillance g.) DECS systems h.) Organization of learning groups i.) Materials development j.) Training k.) And others 	<ul style="list-style-type: none"> ⇒ Coordinates for the technical assistance needed by the MCC, the learning groups and other stakeholders from the barangays
8. Related Tasks or Services	<ul style="list-style-type: none"> ⇒ Performs other related tasks as may be required for the success of the project e.g. <ul style="list-style-type: none"> a.) Project innovations b.) Action researches 	<ul style="list-style-type: none"> ⇒ Renders other related services as may be required for the successful implementation of the projects in the selected barangays