



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 9, 2020

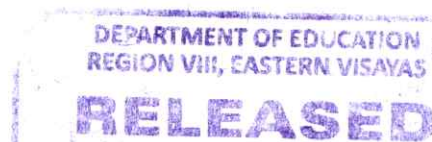
OFFICE MEMORANDUM

No. **352**, s. 2020

To: Schools Division Superintendent } Division of Tacloban City
Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

COMPLIANCE WITH THE RECOMMENDATIONS RE: INCONSISTENCIES OF THE PLACEMENT OF THE PUBLIC SCHOOLS DISTRICT SUPERVISORS AGAINST PSDS PLANTILLA ITEM AND UNEVEN DISTRIBUTION OF SCHOOLS IN THE DISTRICTS

1. In consonance with the Department of Education Rationalization Plan Approved Staffing Pattern for Regional Offices (Large, Medium, and Small classification), Tacloban City Division is classified as **medium-sized division** and has been allocated 10 Plantilla items for Public Schools District Supervisor as reflected in the attached Personal Services Itemization and Plantilla of Personnel (PSIPOP).
2. The attached Evaluation and Recommendation on the Establishment of Four (4) Additional Districts Learning Centers in the Schools Division of Tacloban City to Regional Memorandum No. 121 s. 2018 states the following:
"Maximize the services of the four PSDSs in the delivery of instructional and curricular supervision and in the provision of professional and instructional assistance to the school heads and teachers/facilitators of schools and learning centers."
3. Based on the report submitted, that Office is hereby advised to comply with the following recommendations not later than September 21, 2020.
 - redeploy the SEPS M&E to the Division Office to discharge his/her functions based on his/her KRAs;
 - redeploy three (3) full-fledged PSDSs currently detailed in the Division Office to the Districts;
 - reassign the two (2) officials having Principal IV items; and
 - reorganize the schools to have an even distribution in the ten (10) districts.
4. Compliance with this Memorandum shall be reported to this Office.



RAMIR B. UYTICO EdD, CESO IV
Director IV

R. Uytico

G Aw



Government Center, ~~Candagui, Palo, Leyte~~
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ISO 9001:2015 Certified

DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 2



QAD-GLA

Enclosure: As stated

Reference: Department of Education Rationalization Plan Approved Staffing Pattern for Regional Offices (Large, Medium, and Small classification), Personal Services Itemization and Plantilla of personnel (PSIPOP)

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

Monitoring Evaluation

Planning

School Operation

DEPARTMENT OF EDUCATION
Rationalization Plan
Approved Staffing Pattern for Schools Division Offices
(Very Large, Large, Medium, and Small Classifications)

UNIT/POSITION TITLE	Salary Grade	No. of Pos.			
		Very Large	Large	Medium	Small
1.00 Office of the Schools Division Superintendent					
1.10 Office of the SDS - Proper					
Schools Division Superintendent	26	1	1	1	1
Assistant Schools Division Superintendent	25	3	2	1	1
Administrative Assistant III	9	1	1	1	1
Administrative Aide VI	6	4	3	2	1
Administrative Aide IV	4	1	1	1	1
Sub-total		10	8	6	5
1.20 Legal Services					
Attorney III	21	1	1	1	0
Legal Assistant I	10	1	1	0	0
Sub-total		2	2	1	0
1.30 ICT Services					
Information Technology Officer I	19	1	1	1	1
Sub-total		1	1	1	1
1.40 Administrative Services					
Administrative Officer V	18	1	1	1	1
Administrative Aide VI	6	1	1	1	1
<i>Cash</i>					
Administrative Officer IV	15	1	1	1	1
Administrative Aide VI	6	1	1	1	0
<i>Personnel</i>					
Administrative Officer IV	15	1	1	1	1
Administrative Aide VI	6	1	1	1	1
<i>Property</i>					
Administrative Officer IV	15	1	1	1	0
Administrative Aide VI	6	1	1	1	1
<i>Records</i>					
Administrative Officer IV	15	1	1	1	0
Administrative Aide VI	6	1	1	1	0
Sub-total		10	10	10	6
1.50 Finance Services					
<i>Accounting</i>					
Accountant III	19	1	1	1	1
Administrative Assistant III	09	1	1	1	1
Administrative Assistant II	08	5	3	2	1
<i>Budget</i>					
Administrative Officer V	18	1	1	1	1
Administrative Assistant I	07	1	1	1	1
Sub-total		9	7	6	5
Total (Office of the SDS)		32	28	24	17
2.00 Curriculum Implementation Division					
2.10 Office of the Division Chief					
Chief Education Supervisor	24	1	1	1	1
Administrative Aide VI	6	1	1	1	1
Sub-total		2	2	2	2

DEPARTMENT OF EDUCATION
Rationalization Plan
Approved Staffing Pattern for Schools Division Offices
(Very Large, Large, Medium, and Small Classifications)

UNIT/POSITION TITLE	Salary Grade	No. of Pos.			
		Very Large	Large	Medium	Small
Functional Teams for:					
<i>Instructional Management / District Instructional Supervision</i>					
Education Program Supervisor	22	9	9	9	9
Public Schools District Supervisor (deployed)	22	57	33	10	0
Education Program Specialist II (deployed)	16	9	5	2	1
<i>Learning Resources (LR) Management</i>					
Education Program Supervisor	22	1	1	1	1
Librarian II	15	1	1	1	1
Project Development Officer II	15	1	1	1	1
Sub-total		78	50	24	13
Total		80	52	26	15

3.00 School Governance and Operations Division

3.10 Office of the Division Chief

Chief Education Supervisor	24	1	1	1	1
Education Program Supervisor	22	1	1	1	0
Sub-total		2	2	2	1
Functional Teams for:					
<i>School Management M&E</i>					
Senior Education Program Specialist	19	1	1	1	1
Education Program Specialist II	16	1	1	1	1
<i>Social Mobilization and Networking</i>					
Senior Education Program Specialist	19	1	1	1	0
Education Program Specialist II	16	1	1	1	0
Project Development Officer II	15	1	1	1	0
<i>School Health and Nutrition</i>					
Health Education and Promotion Officer III	18	1	1	1	1
Dentist II (deployed to districts)	17	11	7	2	0
Nurse II (deployed to districts)	15	11	7	2	0
<i>Education Facilities</i>					
Engineer III	19	1	1	1	0
<i>Human Resource Development</i>					
Senior Education Program Specialist	19	1	1	1	1
Education Program Specialist II	16	1	1	1	1
<i>Planning and Research</i>					
Senior Education Program Specialist	19	1	1	1	0
Planning Officer III	18	1	1	1	1
Sub-total		33	25	15	6
Total		35	27	17	7
Grand Total for SDO		147	107	67	39

Notes: Based on the structure of SMALL SDOs, the staffing complement shall have the following provisions:

- a. Legal services shall be provided by the regional office
- b. Following functions shall be merged together:
 - Personnel and Records
 - Cash and Property
 - Social Mobilization and Networking with School Management M&E
 - Human Resource Development with Planning and Research

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
 for the Fiscal Year : 2020


Record No. 19 - 28 of 1282
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ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		AREA S T O V C T E V D E P E E L L	PIPA ATTRIBUTION (8)	NAME OF INCUMBENT (10)	SEX (11)	TIN (13)	DATE OF ORIGINAL APPOINTMENT (14)	DATE OF LAST PROMOTION (15)	CIVIL SERVICE ELIGIBILITY (17)
		AUTHORIZED (3)	ACTUAL (4)								
3745.0000	ELEMENTARY EDUCATION-TACLOBAN CITY DIVISION 1,282	435,710.124	430,705.858								
Total Positions:											
OSEC-DECSB-PSDS-540041-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802.404	815,196	2	080	R T 310400100002000 CORPIN, CESAR CAÑETE	M	120558 187208547000	06/14/83	07/23/15	P PBET
OSEC-DECSB-PSDS-540042-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802.404	815,196	2	080	R T 310400100002000 GABRINO, MONINA ESQUIERDO	F	120868 151118228000	01/07/91	07/23/15	P PBET
OSEC-DECSB-PSDS-540043-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802.404	802,404	1	080	R T 310400100002000 ARCEÑO, BERNARDITA GOMEZ	F	02/12/57 720238651000	07/09/88	01/31/18	P PBET
OSEC-DECSB-PSDS-540044-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802.404	802,404	1	080	R T 310400100002000 EDER, NILO MACAWILE	M	04/22/67 748775530000	11/02/11	01/18/18	P LET
OSEC-DECSB-PSDS-540045-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802.404	802,404	1	080	R T 310400100002000 CODILAN, JANE MARIANO	F	12/20/57 748730748000	06/14/90	01/29/18	P PBET
OSEC-DECSB-PSDS-540046-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802.404	815,196	2	080	R T 310400100002000 GALURA, NECITA LIRIOS	F	09/14/61 749051220000	08/05/91	03/15/16	P PBET
OSEC-DECSB-PSDS-540317-1998	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802.404	815,196	2	3237	M T 310400100002000 PEDERE, VIRGINIA REFUERZO	F	03/20/56 741200538000	01/14/78	12/16/14	P PBET
OSEC-DECSB-SP4-540004-2011	SCHOOL PRINCIPAL IV - 22	802.404	802,404	1	3237	M T 310400100002000 DE GUZMAN, LYNN DE LA CRUZ	F	06/16/67 741200102000	02/28/90	11/15/19	P PBET
OSEC-DECSB-SP4-540110-2010	SCHOOL PRINCIPAL IV - 22	802.404	815,196	2	3237	M T 310400100002000 GALOS, GREG LUGASAN	M	11/25/74 830943014000	08/15/03	03/15/16	P LET
OSEC-DECSB-SP4-540111-2010	SCHOOL PRINCIPAL IV - 22	802.404	802,404	1	3237	M T 310400100002000 PEPINAS, AMALIA PANAL	F	05/17/65 741196706000	01/07/90	05/15/18	P PBET

Subtotal No. of Filled Positions: 10 8,024,040 8,085,000
 No. of Unfilled Positions: 0 0 0

I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are the incumbents of the positions.

Department of Budget and Management
 WENDEL E. AVISADO
 SECRETARY

APPROVED BY:

 MARIZA S. MAGAN, ED.D., CESO V
 Head of Agency

MARDONIO B. CAPUGAS
 Human Resource Management Officer

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 MS
 MW

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PERSONAL SERVICES ITEMIZATION AND PLANTILLA OF PERSONNEL (PSIPOP)
 for the Fiscal Year : 2020

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ITEM NUMBER (1)	POSITION TITLE and SALARY GRADE (2)	ANNUAL SALARY		S T O P	AREA C T Y P E (5) (6) (7) (8)	PIPA ATTRIBUTION (9)	NAME OF INCUMBENT (10)	SEX (11)	DATE OF BIRTH (12)	TIN (13)	DATE OF ORIGINAL APPOINTMENT/PROMOTION (14)	DATE OF LAST PROMOTION (15)	STATUS (16)	CIVIL SERVICE ELIGIBILITY (17)
		AUTHORIZED (3)	ACTUAL (4)											
Department: Department of Education Bureau/Agency: Office of the Secretary ELEMENTARY EDUCATION-TACLOBAN CITY DIVISION Total Positions: 1,282 435,710,124 430,705,896														
OSEC-DECSB-EPSVR-540127-2010	EDUCATION PROGRAM SUPERVISOR - 22	802,404	868,500	6	3237 M T	310400100002000	MALUBAY, EVELYN PARINO	F	10/08/59	142311819000	08/05/80	08/16/02	P	PBET
OSEC-DECSB-EPSVR-540128-2010	EDUCATION PROGRAM SUPERVISOR - 22	802,404	815,196	2	3237 M T	310400100002000	ERANDIO, NORBERTO ODON	M	11/19/76	200529609000	08/19/02	11/21/17	P	LET
OSEC-DECSB-EPSVR-540128-2010	EDUCATION PROGRAM SUPERVISOR - 22	802,404	815,196	2	3237 M T	310400100002000	LUGAS, JULIETA LIM	F	07/31/77	208321118000	06/18/02	11/21/17	P	LET
OSEC-DECSB-EPSVR-540130-2010	EDUCATION PROGRAM SUPERVISOR - 22	802,404	828,204	3	3237 M T	310400100002000	GO, IRENE BAGUINON	F	04/01/59	908928143000	07/17/00	08/12/13	P	PBET
OSEC-DECSB-EPSVR-540131-2010	EDUCATION PROGRAM SUPERVISOR - 22	802,404	815,196	2	3237 M T	310400100002000	DE LOS SANTOS, DELILAH MALANI	F	03/02/83	141196901000	07/03/81	12/15/17	P	PBET
OSEC-DECSB-EPSVR-540132-2010	EDUCATION PROGRAM SUPERVISOR - 22	802,404	815,196	2	3237 M T	310400100002000	DUMAS, MIGUEL JR VILLONES	M	11/04/71	809943584000	07/15/87	11/21/17	P	PBET
OSEC-DECSB-PSDS-540038-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802,404	802,404	1	080 R T	310400100002000	JONGCO, LITA VILLENA	F	10/11/75	902286694000	08/18/87	01/18/18	P	PBET
OSEC-DECSB-PSDS-540039-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802,404	815,196	2	080 R T	310400100002000	ALCOBER, DAVID CONDE	M	10/25/71	186281477000	02/18/13	07/23/15	P	PBET
OSEC-DECSB-PSDS-540040-2014	PUBLIC SCHOOLS DISTRICT SUPERVISOR - 22	802,404	802,404	1	080 R T	310400100002000	RODRIGO, ABIGALE BRAZIL	F	08/05/79	833074730000	10/16/02	01/18/18	P	LET

Subtotal	No. of Filled Positions: 9	7,221,636	7,377,492
	No. of Unfilled Positions: 0	0	0

I certify to the correctness of the entries from columns 4 to 17 and that employees whose names appear on the above PSIPOP are incumbents of the positions.

WENDEL E. AVISADO
 SECRETARY

MARDONIO M. MACAPUGAS
 Human Resource Management Officer

MARIZA S. MAGAN, ED.D., CEESO V
 Head of Agency

APPROVED BY:

Handwritten initials and signatures:
 W, M, Y, M



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte



March 7, 2018

REGIONAL MEMORANDUM

No. 121, s. 2018

**ESTABLISHMENT OF FOUR (4) ADDITIONAL DISTRICT LEARNING CENTERS IN THE
DIVISION OF TACLOBAN CITY, TACLOBAN CITY**

To: **Schools/City Division Superintendents**
All Others Concerned

1. The Department of Education Regional Office No. VIII announces the establishment of **four (4) additional District Learning Centers (DLCs)** in the Division of Tacloban City, Tacloban City. The composition of schools and boundaries by District Learning Centers (DLC) are reflected in Enclosure 1 (Approved Assignment of Schools by DLCs) and Enclosure 2 (Approved Geographical Boundaries of DLCs).
2. The approval by this Regional Office on March 7, 2018 is pursuant to its authority under section 7, Paragraph D of R.A No. 9155 and Rule V Sections 5.1 and 5.2 of the Implementing Rules and Regulations of the Governance of Basic Education Act of 2001, after full satisfactory compliance with the requirements prescribed by existing guidelines and policies of the Department.
3. The Schools Division Superintendent of the Division of Tacloban City is hereby directed to immediately facilitate the assignment of the four (4) PSDSs to manage the DLCs, deploy office staff for program promotion in every district and to consider the newly established DLCs in the budget allocation for its eventual inclusion in the division and Special Education Fund (SEF) appropriations.
4. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO Ed. D., CESO IV
OIC - Regional Director



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
...where LEADers create great schools

Enclosure: 1. Approved Assignment of Schools by District Learning Center
2. Approved Geographical Boundaries by District Learning Center
Reference: R.A No. 9155
Implementing Rules and Regulations (IRR) of RA 9155
Allotment:

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

ACCESS SCHOOLS DISTRICT INSTRUCTIONAL SUPERVISION



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
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**ASSIGNMENT OF SCHOOLS BY DISTRICT LEARNING CENTER IN THE SCHOOLS
DIVISION OF TACLOBAN CITY**

DISTRICT LEARNING CENTER I		
1	124235	Lucio Vivero Memorial School
2	500490	Kapuso Village Integrated School
3	124259	Sta. Elena Elementary School
4	124237	Old Kawayan Elementary School
5	124242	Tagpuro Elementary Schools
6	500489	Ridgeview Park Integrated School
7	124241	Sto. Niño elementary School
8	500891	North Hill Arbours Integrated School
9	500892	Guadalupe Heights Integrated School
10	500893	Greendale Residences Integrated School
11	102307	New Hope Elementary School
12	314004	Northern Tacloban City National High School

DISTRICT LEARNING CENTER II		
1	124243	Tigbao-Diit elementary School
2	124252	Bulante Elementary School
3	124234	Camansihay Elementary School
4	124255	Cabalawan Elementary School
5	124253	Bagacay Elementary School
6	195002	Scandinavian Elementary School
7	124251	San Roque elementary School
8	124226	Lorenzo Daa Memorial School
9	303670	Tacloban City National High School
10	314005	Scandinavian National High School
11	314003	Antonio Balmes National High School

DISTRICT LEARNING CENTER III		
1	124257	Kapangi-an Central School
2	124236	Mercy Ville elementary School
3	124238	Palanog Elementary School
4	124239	Palanog Resettlement Elementary School
5	124232	Basper Elementary School
6	124248	Salvacion elementary School
7	303669	Tacloban National Agri. School



DISTRICT LEARNING CENTER IV		
1	124256	City Central School
2	124233	Bayanihan Elementary School
3	124227	Nulatula Elementary School
4	124254	Bliss Elementary School
5	303663	Leyte National High School

DISTRICT LEARNING CENTER V		
1	124227	Rizal Central School
2	124228	RTR Elementary School
3	344881	Stand Alone 1 – Senior High School
4	314002	Cirilo Roy Montejo High School

DISTRICT LEARNING CENTER VI		
1	124240	Panalaron Central School
2	124260	Sto. Nifio SPED Center
3	124231	Anibong Elementary School
4	314006	Anibong Night High School
5	303665	Cirilo Roy Montejo High School

DISTRICT LEARNING CENTER VII		
1	124249	San Fernando Central School
2	195003	Utap Elementary School
3	124225	Judge Antonio R. Montilla, Sr. Elementary School
4	124244	Don Vicente Quintero Memorial School
5	303668	Tacloban City Night High School

DISTRICT LEARNING CENTER VIII		
1	124229	Sagkahan Elementary School
2	124224	Caibaan Elementary School
3	303666	Sagkahan National High School

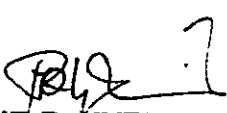
DISTRICT LEARNING CENTER IX		
	124247	Marasbaras Elementary School
	124245	Bañez Memorial School
	124230	V&G Memorial School
	303664	Marasbaras National High School
	344882	V&G National High School



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DISTRICT LEARNING CENTER X	
124250	San Jose Central School
124246	Fisherman's Village Elementary School
195001	Manlurip Primary School
303667	San Jose National High School
314001	San Jose Night High School

APPROVED:


RAMIR B. UYTICO Ed. D., CESO IV
 OIC - Regional Director

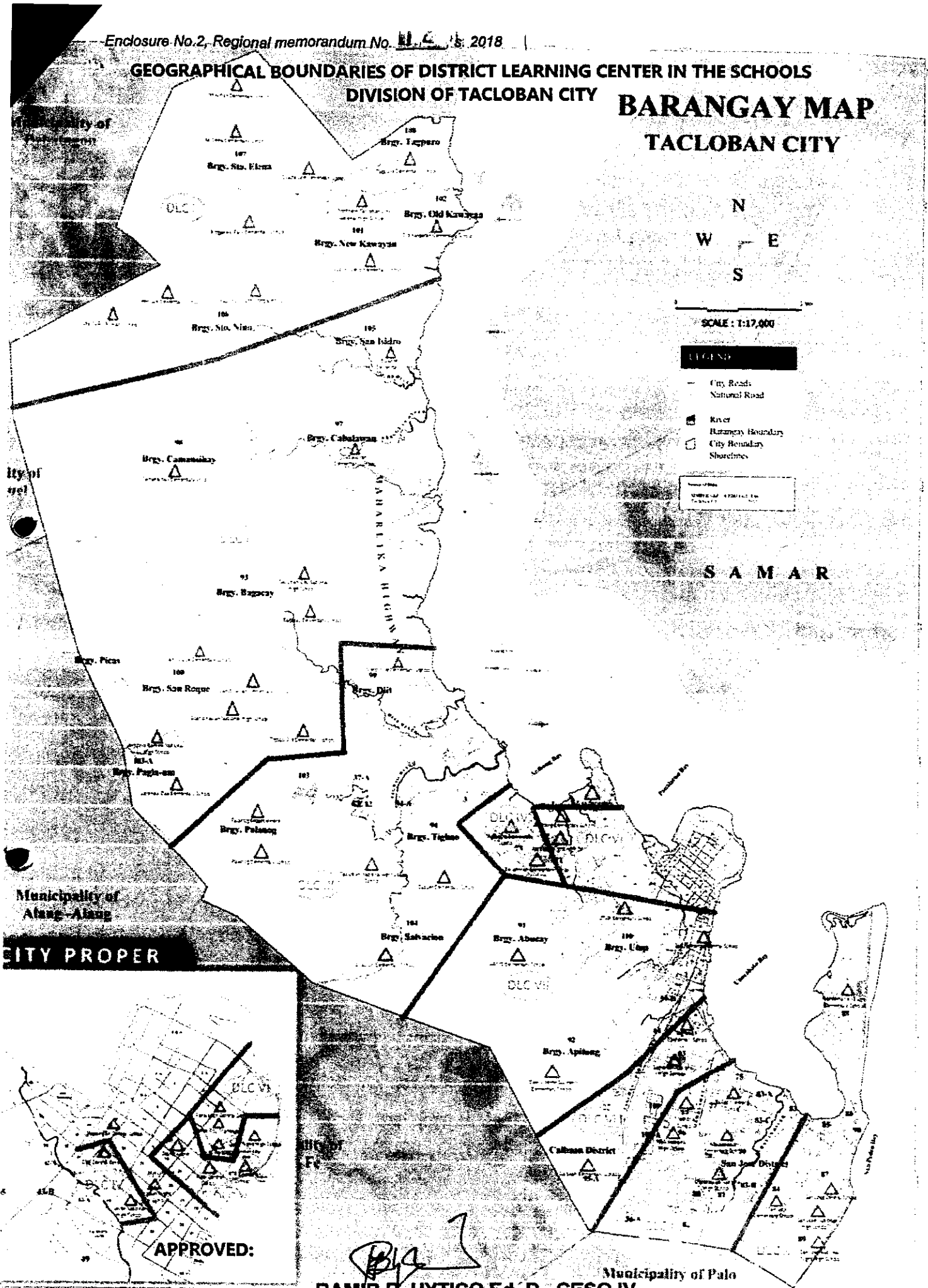
MARCH 7, 2018



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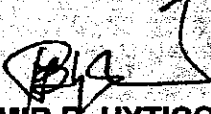
**GEOGRAPHICAL BOUNDARIES OF DISTRICT LEARNING CENTER IN THE SCHOOLS
DIVISION OF TACLOBAN CITY**

**BARANGAY MAP
TACLOBAN CITY**



CITY PROPER

APPROVED:


RAMIR B. UYTICO Ed. D., CESO IV
 OIC - Regional Director
 MARCH 7, 2018



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte



MEMORANDUM

FOR : **REGIONAL DIRECTOR**

DATE : **March 5, 2018**

TITLE : **EVALUATION & RECOMMENDATION FOR THE ESTABLISHMENT OF FOUR ADDITIONAL DISTRICT LEARNING CENTERS IN THE SCHOOLS DIVISION OF TACLOBAN CITY**

BACKGROUND

Tacloban City Division strongly articulated their commitment in making school children and the young people to enjoy learning, make good progress, and achieve high standards by providing school facilities and implementing data-driven interventions to make quality basic education accessible to all.

Along with the establishments of new schools specifically in the northern part of the city, a vast increase of the school populace was noted, thus, this situation requires more support services to sustain the organization's stamina of developing highly motivated and responsible learners.

It was further observed by the educational leaders of the said division that with the 54,455 learners and 1,694 teachers situated in the six district learning centers, provision of quality instructional supervision was not fully maximized by the assigned six Public Schools District Supervisors (PSDS), thus, the organization has the apprehension that academic performance of the division may not be sustained.



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Hence, the division effusively expressed their profound desire to establish four additional district learning centers with the intention to make the best use of the services of the four appointed Public Schools District Supervisors who are currently detailed at the division office for local assignments and to intensify the delivery of instructional supervisions and support to the implementation of school-based management which will pave the way toward continuous improvement of the schools of the entire city division.

FINDINGS:

1. Schools Division of Tacloban City is composed of 198 schools with 73 Kindergarten, 62 Elementary, 34 Junior High Schools, and 29 Senior High Schools.
2. The division has a total enrolment of 54,861 handled by 1,761 teachers.
3. Six District learning Centers are currently and strategically posted in central schools manned by competent and capable Public Schools District Supervisors.
4. The division has an existing ten occupied items for Public Schools District Supervisors. Four of which are detailed at the division office for local assignments.

RECOMMENDATION

In view of the foregoing evaluation and findings, the Quality Assurance Division (QAD) respectfully recommends the following:

1. Maximize the services of the four PSDSs in the delivery of instructional and curricular supervision and in the provision of professional and instructional assistance to the school heads and teachers/facilitators of schools and learning centers.
2. Decongest the existing six District Learning Centers (DLCs) that handles more than the prescribed number of schools and teachers and establish four additional DLCs to effect quality delivery of instructional and curricular supervision.



3. Cluster the schools which are geographically contiguous to constitute a DLC which shall be composed of both elementary and secondary schools (Junior & Senior HS) to facilitate easy provision of instructional supervision

4. Private schools geographically situated in a particular DLC shall be made part in the provision of instructional and curricular supervision by the assigned PSDS.

5. The Planning Officer shall facilitate the updating of Division and school profiles in the EBEIS/LIS.


6. The Schools Division Superintendent shall facilitate the assignment of the PSDS to manage the DLCs and to deploy office staff for program promotion in every schools district pursuant to the mandates as stipulated in Section 7, Item D of RA 9155 (*Powers, Duties and Functions- Schools District Level*).

7. The Schools Division Superintendent likewise shall monitor the implementation of the establishment of four additional District Learning Centers in the division.


MARLOU D. CAMPOSANO
EPS


VIRGILIA D. DABLEO
EPS


RACHEL R. CUEVAS
EPS


SONNY S. TAYUM
EPS


GERARDO L. ADTOON
EPS


RHODORA V. SISON
Chief-QAD

APPROVED:


RAMIR B. UYTICO Ed. D, CESO IV
OIC- Regional Director



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
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