



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

February 17, 2021

OFFICE MEMORANDUM

No. **060**, s. 2021

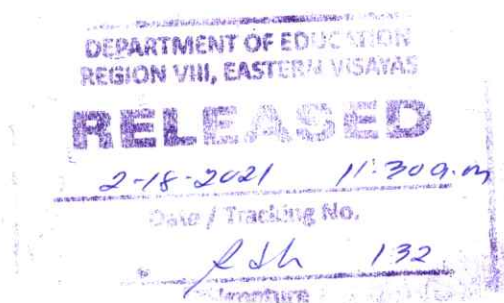
To: Schools Division Superintendents } Divisions of Baybay City and Leyte
All Others Concerned

**DESIGNATION OF TEACHER PROFESSIONAL DEVELOPMENT COACHES AND
BACKFILLERS FOR SUSTAINING EDUCATION REFORM
GAINS (SERG) PROJECT**

1. Attached are Memorandum dated January 4, 2021 entitled Designation of Teacher Professional Development Coordinators/Coaches and Backfillers for the Sustaining Education Reform Gains (SERG) Project and a letter from Ms. Laine H. Velasco, Team Leader of SERG Project dated February 8, 2021.
2. Immediate dissemination of and compliance with this Memorandum are desired


MA. GEMMA MERCADO LEDESMA
Regional Director

HRDD-ABL





Republic of the Philippines
Department of Education
PROJECT MANAGEMENT SERVICE

Office of the Director


MEMORANDUM

FOR : *DepEd Region V*
DR. GILBERT T. SADSAD, Regional Director, Region V
Supt. CRESTITO M. MORCILLA, Legazpi City
Supt. CECILLE BERNADETTE P. RIVERA, Iriga City
Supt. WILLIAM E. GANDO, Sorsogon City
Supt. LOIDA N. NIDEA, Camarines Sur

DepEd Region VI
DR. MA. GEMMA M. LEDESMA, Regional Director, Region VI
Supt. MA. LUZ M. DE LOS REYES, Iloilo City
Supt. MA. ROSELYN J. PALCAT, Guimaras

DepEd Region VIII
DR. RAMIR B. UYTICO, Regional Director, Region VIII
Supt. MANUEL P. ALBANO, Leyte
Supt. RAUL AGBAN, Baybay City

DepEd Region X
DR. ARTURO B. BAYOCOT, Regional Director, Region X
Supt. RANDOLPH B. TORTOLA, Bukidnon
Supt. CHERRY MAE L. LIMBACO, Cagayan De Oro City

FROM : 
MILAGROS T. TALINIO
Director IV
Project Management Service

SUBJECT : **Designation of Teacher Professional Development Coordinators/Coaches and Backfillers for the Sustaining Education Reform Gains (SERG) Project**

DATE : January 4, 2021

I. Background

1. The Department of Education (DepEd) is in the midst of reforming Teacher Professional Development (TPD) in a bid to raise the quality of basic education in the country. For this to happen, important pre-requisite initiatives must be in place such as, among others, the development and introduction of the Philippine Professional Standards for Teachers, the development and piloting of a new Learning and Development System for educators, and the launching of a broad

range of TPD Programs in a systematic and concerted fashion. Central to this initiative is the strengthening of the National Educators Academy of the Philippines and its system of training educators nationwide.

2. As this is a major educational reform, DepEd is engaging its stakeholders to actively participate in this initiative. In partnership with the Government of Australia – Department of Foreign Affairs and Trade (GOA-DFAT), this Department co-developed the SERG Project to catalyze the improvement of the country's teaching workforce. It will deliver targeted technical assistance to DepEd central and field offices and schools for the period, 2019-2021 in pursuit of the following:

- 2.1 Improved quality of teaching in target schools, particularly where boys and girls are experiencing disadvantage; and
- 2.2 Improved policies, systems, and processes for Teacher Professional Development.

GOA-DFAT engaged Save the Children (SC) to lead the implementation of the project in close collaboration with DepEd.

II. Designation of TPD Coordinators/Coaches and Backfillers

3. The SERG Project employs various strategies with the support of concerned DepEd central and field operating units. One such strategy is the designation of a full-time TPD Coordinator/Coach in each of the ten (10) project supported areas from January 4, 2021 to October 15, 2021 to help improve the quality of teaching in public schools. The desired qualifications and Terms of Reference (TOR) of the TPD Coordinators/Coaches are in **Attachment 1** hereof.
4. As these TPD Coordinators/Coaches are organic personnel of DepEd who will render full-time service to Project SERG, their designation will create a vacuum in the organization which the project hopes to address via the concept of "Backfilling" – a process of filling temporary vacancies as a result of designating the incumbent personnel to become TPD Coordinators/Coaches on a full-time basis. Another personnel will be assigned to work on the duties and responsibilities of the position vacated by TPD Coordinators/Coaches. Referred to as "Backfillers," they will provide vital support to the project, particularly in ensuring its sustainability. **Attachment 2** illustrates how the backfilling approach works.
5. Care should be taken that the backfilling of vacated positions under Project SERG will be limited to a maximum of three (3) positions per project area and involving three (3) persons where the third person may be hired as Contract of Service or Job Order, subject to existing DepEd, Department of Budget and Management Circular (DBM), and Civil Service Commission rules and regulations.
6. The project believes that the role of the TPD Coordinators/Coaches in the project is crucial since they will cover province/city-wide operations, initiate activities leading to project sustainability, and deal directly with teachers and school heads in schools within the project supported areas. Hence, the project is extending an assistance to these TPD Coordinators/Coaches by way of honoraria equivalent to that of a District Supervisor at entry level. Such honoraria may be provided following the guidelines prescribed in DBM No. 2007-2, "Guidelines on the Grant of Honorarium due to Assignment in Government Special Projects."

7. For purposes of estimating the amount of honoraria that may become due to each designated TPD Coordinator/Coach, the project uses as reference Salary Grade (SG)-22, Step 1. However, their honoraria, as appropriate, must not exceed 25% of their basic salaries.
8. In the case of backfillers, the project will likewise provide financial assistance to them because they will carry out higher level functions for the duration of the project, as well as trigger new interventions and strategies into their respective official stations when they return at the end of the project. Their honoraria will be computed using Step 1 of the SG of the position that they will assume, which amount must not exceed 25% of their basic salaries.

III. Official Roster of TPD Coordinators/Coaches

9. Hereunder is the official list of TPD Coordinators/Coaches previously concurred in by the DepEd regional and division officials concerned:

Region	SDO	Name
Region V	Legazpi City	Nonie S. Conda
	Sorsogon City	Beverly Laban
	Camarines Sur	Imelda S. Del Rosario
	Iriga City	Maricel L. Intia
Region VI	Guimaras	Edlyn D. Legita
	Iloilo City	Rolly Ben M. Madera
Region VIII	Leyte	Glendale B. Lamiseria
	Baybay City	Frolemea Narra Tañiza
Region X	Bukidnon	Jocelyn L. Flores
	Cagayan de Oro City	Michael Dave B. Tan

It is understood that these designated officials will actively coordinate with project stakeholders in the discharge of their respective functions to ensure a smooth implementation.

10. In the case of backfillers, Attachment 2 illustrates the process to be observed by the concerned division offices when selecting these officials. Once the process is completed, the concerned division offices are requested to provide the DepEd-Project Management Service with a complete list of backfillers using **Attachment 3** hereof.

For concerns and submission of completed forms, please feel free to communicate with this office, Attention: **Ms. Jeremay M. Cervancia** at **jeremay.cervancia@deped.gov.ph**, on or before **January 19, 2020**.

Thank you for your usual support and cooperation.

Enclosures:

1. Attachment 1 – TOR of TPD Coordinators/Coaches
2. Attachment 2 – Illustration of Backfilling Approach
3. Attachment 3 – Staffing Plan for TPD Coordinator/Coach and Backfillers

Copy furnished:

Atty. Nepomuceno A. Malaluan
Undersecretary and Chief of Staff
Department of Education

Tonisito M.C. Umali, Esq
Undersecretary for Legislative Affairs,
External Partnerships, and Project
Management Service
Department of Education

Ms. Jenny Wong
Senior Program Officer
Australian Embassy in the
Philippines

Ms. Ester T. Roxas
Program Officer
Australian Embassy in the Philippines

Ms. Adelina H. Velasco
Team Leader
Sustaining Education Reform Gains
Save the Children Philippines

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Project Management Service
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Telephone No. (02)8631-6926, (02)8631-0595 ; Email: milagros.talinio@deped.gov.ph



Save the Children

Sustaining Education Reform Gains (SERG)

08 February 2021

OFFICE OF THE DIRECTOR IV	
Date and Time Received 2-9-21- 9:57	Signature <i>[Signature]</i>
Date and Time Released 15 FEB 2021	Signature <i>[Signature]</i>

EDUCATION DIVISION
WESTERN VISAYAS

RECEIVED

02/09/21 # 0800

Date / Tracking No.
2:00 pm *[Signature]*

Signature
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FOR : DR. GILBERT T. SADSAD, Regional Director, Region V
 DR. RAMIR B. UYTICO, Regional Director, Regio VI
 DR. MA. GEMMA M. LEDESMA, Regional Director, Region VIII
 DR. ARTURO B. BAYOCOT, Regional Director, Region X

ATTENTION : SUPT. CRESTITO M. MORCILLA, Legazpi City
 SUPT. DANILO E. DESPI, Iriga City
 SUPT. WILLIAM E. GANDO, Sorsogon City
 SUPT. LOIDA N. NIDEA, Camarines Sur
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 SUPT. RAUL D. AGBAN, Baybay City
 SUPT. RANDOLP B. TORTOLA, Bukidnon
 SUPT. CHERRY MAE L. LIMBACO, Cagayan De Oro City

Subject: Request for a copy of the official designation of the TPD Coordinators/Coaches and Backfillers

Dear Regional Directors:

In view of the Memorandum released by the Program Management Service (PMS) dated January 04, 2021 on the Designation of Teacher Professional Development (TPD) Coordinators/Coaches and Backfillers for the SERG Project a copy of which is attached for easy reference, **may we request for a copy of the Schools Division Office Memo regarding the Official Designation of the TPD Coordinators/Coaches assigned full-time to the SERG Project and their "Backfillers" with the earliest designation of January 20, 2021.**

The official document on the designation will be used by the SERG Project as the basis for processing the honoraria of the TPD Coordinators/Coaches and their "Backfillers" following the guidelines prescribed in DBM No. 2007-2, "Guidelines on the Grant of Honorarium due to Assignment in the Government Special Project". The document is also an important requirement of the finance and auditing processes of Save the Children Philippines to properly account the scheme to the Department of Finance and Trade (DFAT) of the Government of Australia (GoA).

As specified in the Memo, the project will use as reference Salary Grade (SG) -22, STEP 1 to calculate the honoraria of the TPD Coordinators/Coaches. In the case of the Backfillers, their honoraria will be

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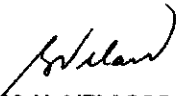
computed using Step 1 of the SG of the position that they will assume. However, honoraria for the TPD Coordinators/Coaches and Backfillers, as appropriate, must not exceed 25% of their basic salaries.

We hope to be able to receive the requested documents **on or before 12 February 2021** to be able to process the honoraria of the identified TPD Coordinators/Coaches and Backfillers immediately.

For concerns and clarifications, our Project Liaison Officer, Ms. Kean Detera, is available to respond to any of your queries at email address Kean.Detera@savethechildren.org and mobile number 0917-321-5429.

Thank you for your support.

Respectfully,



ADELINA H. VELASCO

Team Leader

SERG Project

DFAT Australia – Save the Children Philippines