



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

February 23, 2021

**REGIONAL MEMORANDUM**

No. **091**, s. 2021

**CLARIFICATION AND REITERATION ON THE ROLES AND FUNCTIONS OF THE  
PLANNING AND RESEARCH SECTION IN THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
Chiefs of the School Governance and Operations Divisions  
All Others Concerned

1. In view of the results of the two-day Convergence of Regional Office (RO) and Schools Division Office (SDO) Planning and Research Units on December 14-15, 2020 on the alignment of the duties and responsibilities of the RO and SDO Planning and Research personnel, this Office, through the Policy, Planning, and Research Division (PPRD) provides the enclosed office functions of the Planning and Research Section (PRS) and job description of the Senior Education Program Specialist for Planning and Research (SEPS-PR) and the Planning Officer (PO) III in the Schools Division Offices in the region based on the Compendium of Functions in DepEd.
2. Relative to this, the Schools Division Superintendent, through the Schools Governance and Operations Division (SGOD) Chief, is expected to ensure alignment of the enclosed duties and responsibilities to the annual Individual Performance Commitment and Review Form (IPCRF) of each personnel in the PRS and in the Annual Implementation Plan (AIP) of SGOD.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director

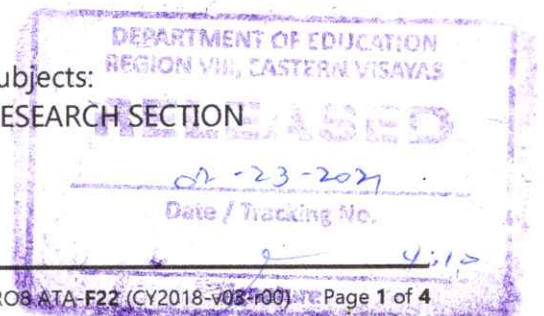
Enclosures: As stated

References: Regional Memorandum No. 631, s 2020

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

**DUTIES AND RESPONSIBILITIES PLANNING AND RESEARCH SECTION**

PPRD-ICC



Enclosure to Regional Memorandum No. 091, s. 2021

**SGOD Key Result Area: Planning and Research**

*(Per Memorandum from the Office of the Undersecretary for Planning and Field Operations dated December 8, 2017, re: Version 2 of Office Functions for Regional Offices and Schools Division Offices which may be accessed through [bit.ly/8PRacc](http://bit.ly/8PRacc))*

Office Functions

| <b>Objectives</b>   | <b>KPIs</b>   | <b>Outputs</b>                                       |
|---|---|--|
| To lead in the crafting of the Division Education Development Plan (DEDP) and assist the schools in the preparation of the School Improvement Plan (SIP), the Annual Implementation Plan (AIP), and the Annual Procurement Plan (APP) | Percentage of compliance to quality standards                           | Approved DEDP  |
| To generate and disseminate timely, accurate, and relevant basic education statistics   | Percentage of schools that submitted timely, accurate and relevant data | Validated data submitted and accepted by CO planning |
| To prepare the Division research agenda based on Basic Education Research Fund (BERF) standard and oversee its implementation   | Number of personnel conducting research based on BERF standards         | Approved researches                                  |

Job Description

| <b>Position</b> | <b>Job Summary</b>  | <b>Reports to</b>   | <b>Positions Supervised</b> |
|-----------------|---|---|-----------------------------|
| SEPS-PR         | <ul style="list-style-type: none"> <li>To provide technical support and inputs in the preparation and updating of the Division's 6-year strategic plan and annual work plans</li> <li>To provide technical assistance in the preparation of the strategic and operational work plans of the schools and learning centers, and of the units in the Division Office</li> </ul>  | Chief Education Supervisor and Education Program Supervisor | None                        |
| PO III          | <ul style="list-style-type: none"> <li>To provide descriptive and summary statistics and information that will be utilized for planning, budgeting, report preparation and policy direction as well as ensure basic education data quality and access by intended users</li> <li>To monitor and evaluate implementation of policies and guidelines related to planning and education and data management systems by the schools and learning centers</li> </ul> | Chief Education Supervisor and Education Program Supervisor | None                        |

Job Description

**Senior Education Program Specialist for Planning & Research (SEPS-PR)**

| <b>KRA</b>                              | <b>Duties and Responsibilities (Highlights)</b>   |
|---|---|
| Planning Frame, Systems, and Plans      | <ol style="list-style-type: none"> <li>1. Facilitate crafting of the 6-year DEDP and SDO's Annual Work and Financial Plans (WFP)</li> <li>2. Prepare final draft of the SDO's strategic plan and its updating</li> <li>3. Prepare final draft of the SDO's AIPs and its adjustments</li> <li>4. Monitor and evaluate (M&amp;E) the implementation of the planning systems of the SDO, Schools, and CLCs</li> <li>5. Conduct research and submit policy recommendation on the results of item #4</li> <li>6. Coordinate preparation of the Annual Accomplishment Report (AAR)</li> </ol> |
| EBEIS Maintenance and Report Generation | <ol style="list-style-type: none"> <li>1. Prepare reports for data-driven decisions</li> <li>2. Consolidate requirements for resource allocation</li> <li>3. Lead in designing research studies from M&amp;E and Technical Assistance (TA) reports</li> </ol>   |
| Technical Assistance                    | <ol style="list-style-type: none"> <li>1. TA on planning</li> </ol>   |

**Planning Officer (PO) III**

| <b>KRA</b>                              | <b>Duties and Responsibilities (Highlights)</b>   |
|---|---|
| Planning Frame, Systems, and Plans      | <ul style="list-style-type: none"> <li>• Prepare data as inputs to the DEDP</li> <li>• Coordinate submission of status and progress report of plans</li> <li>• Coordinate final draft of SDO's strategic plan</li> <li>• Assist in preparing final draft of AIP and its adjustments</li> <li>• Recommend strategy for equitable distribution of resources</li> <li>• Provide TA on the AAR</li> </ul> |
| EBEIS Maintenance and Report Generation | <ul style="list-style-type: none"> <li>• Review and analyze data</li> <li>• Prepare summary of resource requirements</li> <li>• Validate statistical reports</li> <li>• Generate data and reports</li> <li>• Prepare planning reports</li> <li>• Assist in designing research studies from M&amp;E and TA reports</li> </ul>  |
| Capacity Building                       | <ul style="list-style-type: none"> <li>• Design training on Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS)</li> <li>• Provide support on LIS/EBEIS</li> </ul>   |
| Technical Assistance                    | <ul style="list-style-type: none"> <li>• TA on planning</li> </ul>  |

**Summary of Duties and Responsibilities of the Planning and Research Section  
relative to the Regional Key Result Areas**

| <b>KRAs</b>                      | <b>Duties and Responsibilities</b>   | <b>Remarks</b>     |
|----------------------------------|--|--------------------|
| Educational Planning and Systems | Preparing and updating the Division Education Development Plan (DEDP)  |                    |
|                                  | Lead in the crafting of Annual Implementation Plans (AIP) in the Division  | Led by the SEPS-PR |
|                                  | Provide Technical Assistance (TA) to offices in the SDO in crafting of their AIPs and Annual Procurement Plans (APP) | Led by the SEPS-PR |
|                                  | Lead in managing the Program Management Information System (PMIS)  |                    |
|                                  | Checking the WFPs of the OSDS, CID, and SGOD as aligned to the approved AIPs   |                    |
|                                  | Provide TA to Schools in the crafting of the School Improvement Plan (SIP)   | Led by the SEPS-PR |
|                                  | Preparing and submitting the Budget Proposal of the Division   |                    |
|                                  | Preparing and submitting the annual Physical Plan and Budget Execution Document (BED2) of the Division               | Led by the PO III  |
| Research Management              | Processing of researches in the Division, from approval of proposals to approval of completed report                 | Led by the SEPS-PR |
|                                  | Providing TA on research to Schools and individuals within DepEd   | Led by the SEPS-PR |
|                                  | Managing the Basic Education Research Fund in the Division   | Led by the SEPS-PR |
|                                  | Preparing the Research Agenda and publications of the Division   | Led by the SEPS-PR |
|                                  | Conducting a research on planning frames and systems of the Division and the School                                  |                    |
| Data Management                  | Managing the Learner Information System (LIS) and Enhanced Basic Education Information System (EBEIS)                | Led by the PO III  |
|                                  | Providing TA on LIS/EBEIS to Schools   | Led by the PO III  |
|                                  | Managing the data and statistics of the Divisions  | Led by the PO III  |
|                                  | Preparing the Accomplishment Report of the Division (for DBM, NEDA, COA purposes)                                    |                    |
| Unit Performance                 | Performing all other related tasks as may be assigned to by the Heads of Office                                      |                    |