



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BULACAN

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I. Introduction

In the annals of Philippine History, it is chronicled that the Americans laid the foundations of the country's educational system.

Thus, it was thru the efforts of the American servicemen that the first schools in Bulacan were opened in 1900 in their desire to be understood by the natives of the province. The first classes were housed in big rented private residences according to Francisco Calalang who authored the book History of Bulacan (1971).

Grades one to seven were offered as elementary course in the school put up in barrio Tibag in Baliuag with Mr. Guy Clinton as the first principal. Mr. William A. Prequitt was cited as Bulacan's first school superintendent in 1901 in the accounts made by Don Antonio Bautista as published in *Ang Malolos sa Dahon ng Kasaysayan* by Jose P Santos. It became conclusive that the institution or office which is now called Department of Education (Division Office) was established in that year, 1901

It is of interest to mention that the secondary course, offering first year course, was opened in 1906 when Mr. HA. Bordner took the stewardship of the schools as Division Superintendent. The secondary school was later transferred to Malolos.

The Education Office was first housed in what became the Bulacan Prison House or LEX. After a few months, it was transferred to Bulacan High School, now Marcelo H. del Pilar High School, near the Capitol Building. It is said that the Department of Education, Division of Bulacan was officially established under a Republic Act promulgated sometime in 1945. In 1965, the Office was transferred to the Provincial Capitol Building. Through the concerted efforts of the Bulacan MECS (Ministry of Education, Culture and Sports) Family, the Office was housed in the Bulacan Public School Teachers Association Building in 1967 to 1981. During this period, the Central Office changed name, from MECS to DECS (Department of Education Culture and Sports). Finally, the Division Office building was constructed and was completed in July, 1982. Since then, it occupied the same edifice, when, in year 2002, DECS was changed to Department of Education (DepED), with DepEd Bulacan Family continuously extending the comforts and services it can fully offer to all its clientele.





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At present, DepEd Schools Division of Bulacan serves the twenty one (21) municipalities of the province covering the five hundred sixty-eight (568) barangays with the total land area of two hundred sixty-two thousand, five hundred (262,500) square kilometers. As of 2000, Bulacan Province has the total population of two million two hundred, thirty-four thousand, eighty-eight (2,234,088).

DepEd Schools Division of Bulacan operates beyond the limits of excellence towards the maximum development of potentials of every Filipino learner to enable him/her to compete in a global community based on Christian tenets as Maka-Diyos, Maka-Bansa, Maka-Tao at Maka-Kalikasan."

DepEd Schools Division of Bulacan continues to provide "Total Quality Basic Education Services" to the youth with special skills and interests through formal, informal and non-formal channels, for maximum development of their potentials, values and attitudes to enable them to participate successfully as functional citizens in a literate, just and humane society.

SUPERINTENDENTS

The following were the School Division Superintendents and the inclusive year they served:

- | | | |
|----|---|-------------|
| 1. | Mr. William A. Prequitt | 1901 – 1903 |
| 2. | Mr. J.G. Gamble | 1902 – 1905 |
| 3. | Mr. E. G. Turner | 1904 – 1909 |
| 4. | Mr. H.A. Bordener | 1906 – 1911 |
| 5. | Mr. Samuel Graves | 1910 – 1916 |
| 6. | Mr. E.G. Turner, Mr. W.E. Mc Vey,
Mr. H. Borgstadt & Mr. C.W. Franks | 1912 – 1916 |
| 7. | Mr. Robert L. Barron | 1916 – 1919 |





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8.	Mr. Clayton J. Halsey	1919 – 1922
9.	Mr. Walter G.M. Buckish	1922 – 1925
10.	Mr. Daniel E. Clancy	1925 – 1928
11.	Mr. William R. Hamme	1928 – 1931
12.	Mr. Fernando S. Fuentes	1931 – 1934
13.	Mr. Arthur C. Wittman	1934 – 1937
14.	Mr. Leodegario Victorino	1937 – 1940
15.	Mr. Isabelo Tupas	1945 – 1947
16.	Mr. Antonio Maceda	1947 – 1948
17.	Mr. Gerardo Flores	1948 – 1949
18.	Dr. Vitaliano Bernardino	1949 – 1953
19.	Mr. Elias M. Caray	1953 – 1955
20.	Mr. Ramon L. Santos	1955 – 1956
21.	Mr. Tomas de Castro	1957 – 1961
22.	Mr. Alfredo Andal	1961 – 1962
23.	Mr. Florentino Capili	1962 – 1964
24.	Mr. Victor M. de Leon	1964 – 1967
25.	Mr. Jose C. Cruz	1967 – 1971
26.	Dr. Felicita G. Bernardino	1971 – 1975
27.	Mr. Delfin R. Manuel	1975 – 1977
28.	Mrs. Lirio M. Ruiz	1977 – 1986
29.	Mr. Bienvenido F. Yap	1986 – 1991
30.	Dr. Feliciano C. Santiago	1991 – 1992





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31.	Dr. Fe S. Ventura, CESO V	1992 – 1999
32.	Dr. Teofia R. Villianueva, CESO IV	1999 – 2006
33.	Dr. Edna Santos-Zerrudo, CESO V	2006 – 2013
34.	Dr. Romeo M. Alip, CESO V	2013 – 2018
35.	Dr. Zenia G. Mostoles, CESO V	2018 – Oct. 2018
36.	Germelina H. Pascual, CESO V	Oct 2018 – May 2020
37.	Dr. Zenia G. Mostoles, CESO V	Oct 2020 - present

VISION

We dream of Filipinos who passionately love their country and whose values and competencies enable them to realize their full potential and contribute meaningfully to building the nation. As a learner-centered public institution, the Department of Education continuously improves itself to better serve its stakeholders.

MISSION

To protect and promote the right of every Filipino to quality, equitable, culture-based, and complete basic education where: Students learn in a child-friendly, gender-sensitive, safe, and motivating environment. Teachers facilitate learning and constantly nurture every learner. Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen. Family, community, and other stakeholders are actively engaged and share responsibility for developing life-long learners.





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CORE VALUES

Maka-Diyos
Maka-tao
Makakalikasan
Makabansa

ISO

The Department of Education – School Division of Bulacan has implemented and maintains a Quality Management System with a scope “Provision of Educational Services of SDO Bulacan”.

Through an audit, documented in report, it was verified that the management system fulfils the requirements of the following standard of the ISO 9001: 2015

The ISO certify the Department of Education- School Division of Bulacan for its quality management system and validate last 2018 of May 29th and end on 2021 of May 28th with Certification Registration No. 50500546 QM15. Signed by Stefan Heinloth the Managing Director.

Transitory Provisions

A. ISO Certified Offices and Schools

Field offices and schools that are already ISO certified and will undergo surveillance audit shall coordinate with the BHROD and help map out the harmonization process for all Operations Manuals. The harmonization phase will cover the Regional Offices, School Division Offices, and Public Elementary, Junior, and Senior High Schools. Separate guidelines on the QMS Harmonization will be issued at a later date.





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B. ISO Certified Offices and Schools for recertification

Recertification of field offices and schools with ISO Certification expiring in 2020 shall be held in abeyance until the issuance of the National Operations Manuals of the Regional Offices, Schools Division Offices and Elementary, Junior, and Senior High Schools.

C. Non-ISO Certified Offices and Schools

Field offices and schools that are not ISO certified or are currently undergoing ISO preparations are encouraged to review and streamline their processes and procedures to improve delivery of basic education services. However, procurement of a third-party certifying body shall be deferred until the issuance of the National Operations Manuals of the Regional Offices, Schools Division Offices and Elementary, Junior, and Senior High School

Field offices shall no longer be allowed to initiate their own ISO preparations upon effectivity of this DepEd Order, Field offices are expected to coordinate with the DepEd CO, through the CO QMS Secretariat for the creation and harmonization of their QMS documents, processes, and procedures.

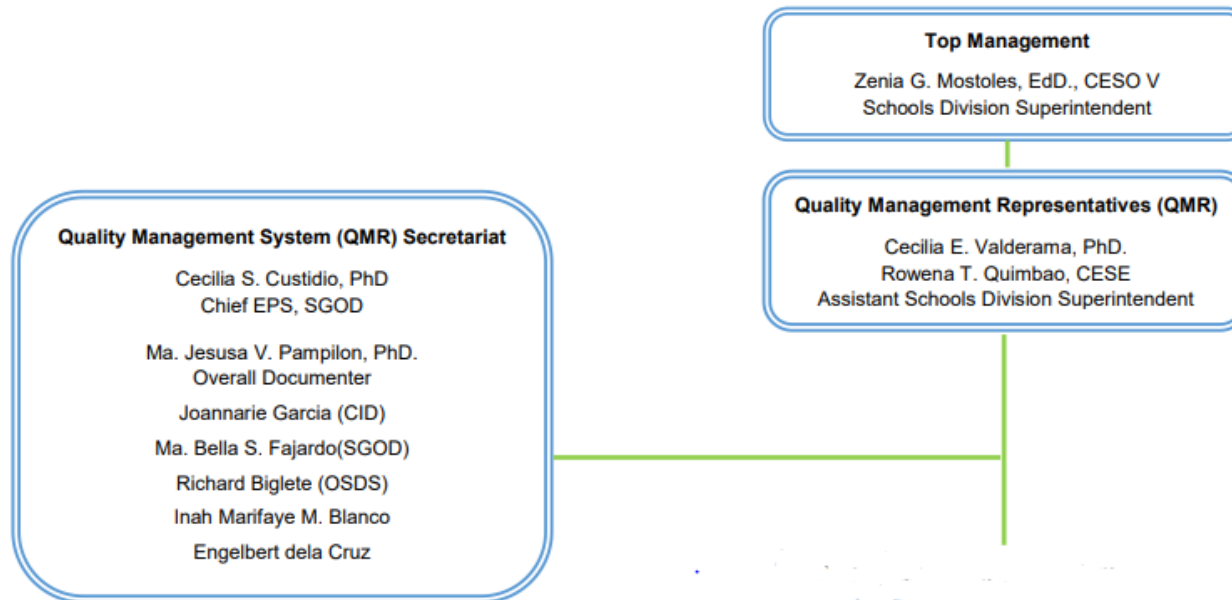




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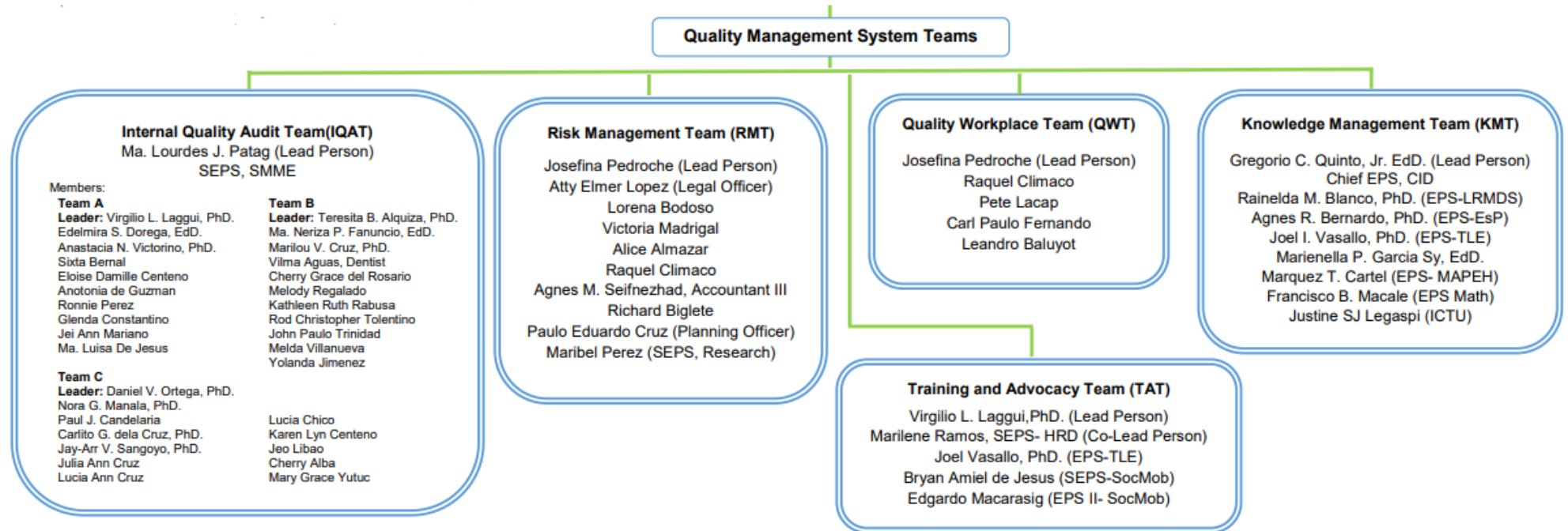
QUALITY MANAGEMENT SYSTEM

QUALITY MANAGEMENT SYSTEM STRUCTURE





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The QMS Terms of Reference

A. Top Management

The Top Management shall have the following responsibilities:

- i. Lead the establishment, implementation, and monitoring of the QMS at their level;
- ii. Establish, communicate, and embody the Quality Policy Statement
- iii. Ensure effectiveness of the QMS using risk-based thinking and risk management;
- iv. Ensure that quality objectives set are aligned with DepEd's strategic direction, through the RPMS;
- v. Communicate the importance of fulfilling the needs to implement and sustain QMS implementation;
- vi. Lead and conduct the Management Review (MR) at least every quarter;
- vii. Ensure that constitutional mandates, statutory, and regulatory requirements are met; and
- viii. Designate the Quality Management Representative (QMR).

B. Quality Management Representative (QMR)

The QMR shall be designated by the respective Top Management of each governance level. The QMR shall have the following responsibilities:

- i. Communicate the importance of having QMS within DepEd;
- ii. Oversee the implementation and take accountability for the implementation and take accountability for the effectiveness of the QMS;
- iii. Ensure the conformance of the QMS to the requirements of ISO 9001;
- iv. Ensure the integrity and effectiveness of the QMS;





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- v. Ensure that the QPS and DepEd QMS targets and objectives are aligned with the context and strategic directions of the Top Management;
- vi. Report audit results, identified targets, opportunities for improvement, and other QMS- related matters to the Top Management;
- vii. Ensure integration of the QMS requirements into DepEd's business processes;
- viii. Promote continuous improvement of the QMS and processes of the agency;
- ix. Engage, direct, and support QMS Teams and its members to contribute to the effectiveness of the QMS;
- x. Oversee the operations of the QMS secretariat including each MQS Team and report to the Top Management; and
- xi. Act as liaison of the Department with external parties on matters relating to QMS

C. QMS Secretariat

The members of the QMS Secretariat shall coordinate with and report to the QMR. The QMS Secretariat shall have the following responsibilities:

- i. Coordinate effective deployment and efficient use of human, financial, and other physical resources for the QMS;
- ii. Provide technical and administrative support to successfully implement the QMS;
- iii. Coordinate QMS-related activities in their respective offices;
- iv. Collaborate with and assist the QMS Teams on their efforts for continuous improvement of the QMS;
- v. Facilitate the delivery of specific outputs in line with QMS;
- vi. Assist the QMR in communicating with external parties on QMS-related matters; and
- vii. Provide feedback and updates on QMS-related matters to the QMR.





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D. QMS Team

The composition of the QMS Teams is critical to ensure the operationalization of the QMS. Teams are expected to regularly communicate and collaborate within their respective offices /schools and across each governance level, as needed, to ensure seamless and effective implementation of the QMS. Capacity building for the members of each team shall be provided in a separate memorandum. Below are the five (5) QMS Teams and their respective responsibilities:

a. Knowledge Management Team (KMT)

- i. Implement and refer to the latest version of the Document Management Procedure, Document Matrix and Organizational Knowledge Matrix in the PAWN
- ii. Ensure that the requirements for updating, maintaining, and retaining documented information are established and implemented;
- iii. Organize the operation and administrative records to ensure availability, completeness, consistent generation, protection, easy retrieval, and proper disposal of documents;
- iv. Oversee activities related to managing organizational knowledge and setting document management standards; and
- v. Provide feedback to the QMR on the status of the control documents and records

b. Internal Quality Audit Team (IQAT)

- i. Implement and refer to the latest version of the Internal Quality Audit Procedure in the PAWIM;
- ii. Undergo training on ISO 19011 (Guidelines for Auditing Management System);
- iii. Determine conformance of the QMS with planned arrangements and requirements of ISO 9001;





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- iv. Determine whether the QMS is effectively implemented and maintained through the conduct of an internal quality audit;
- v. Keep track of the implementation of the corrective and preventive actions to address the opportunities raised during the Internal Quality Audits; and
- vi. Provide the Findings of the IQA through the audit summary report and status of Request for Action (RFA) to the QMR as input to the Management Review.

c. Risk Management Team (RMT)

- i. Implement and refer to the latest version of the Risk Planning Guidelines and Handling Client Complaints Procedure in the PAWIN;
- ii. Ensure reporting, analysis, monitoring and evaluation of Client Satisfaction result;
- iii. Provide technical assistance in the accomplishment of the Risk and Opportunity Registry per office;
- iv. Provide feedback and update to the QMR on the status of risk assessment and action plans;
- v. Perform monitoring and oversight function in ensuring the established action plans in the Risk and Opportunity Registries are effective and implemented as schedule; and
- vi. Ensure documentation and clear implementation of quality objectives through the review of targets and indicator in the OPCRf.

d. Quality Workplace Team (QWT)

- i. Ensure consistent implementation of Quality Workplace Standards;
- ii. Collaborate with concerned office/ personnel to ensure a conducive and safe work/ school environment to improve productivity;





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- iii. Monitor and evaluate cleanliness, orderliness, and safety at the school or workplace in conformance to the Quality Workplace Standards to be issued separately; and
- iv. Provide feedback and updates to the QMR on the status of workplace management.

e. Training and Advocacy Team (TAT)

- i. Orient employees and disseminate information on QMS-related matters, such as ISO 9001 standards, Organizational Knowledge, QMS Manual, PAWIM, and Quality Policy;
- ii. Capacitate employees on the development of their Operations Manual and Planning Documents;
- iii. Develop effective training and advocacy materials to enable the successful implementation and sustainability of the QMS;
- iv. Plan and coordinate effective deployment and efficient use of QMS training and materials;
- v. Develop and disseminate IEC materials to strengthen awareness on QMS and build a culture of continuous improvement, and
- vi. Provide feedback and updates to the QMR on the status of QMS-related training and awareness.

FEEDBACKING

To ensure government improvement towards seamless public delivery, all government agencies are required to submit a report of their client satisfaction survey every fiscal year (FY). Such requirement is anchored in Republic Act (RA) No. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018* and Memorandum Circular (MC) No. 2019-002 dated August 13, 2019, entitled, *Guidelines on the Implementation of the Citizen's Charter* in Compliance to RA 11032.

Hence, to further improve the Department of Education's effort in gathering feedback on our services the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) shall implement the use of a





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Standardized DepEd Citizen/Client Satisfaction Survey (CCSS) Form. Survey forms should state the privacy notice in observance of the Data Privacy Act of 2012. Survey forms should be available or translated in the language widely-used in the locale of the survey.

Below is the Client/Citizen's Survey Form.

Client/Citizen's Survey Form

Control No. _____

Your experience matters to us
(*Ang iyong karanasan ay mahalaga sa amin*)

I. Client Information (*Impormasyon ng Kliyente*)

Name (Optional)
Pangalan (Opsyonal) _____
Office Visited
Opisinang Binisita _____
Service/s received
Serbisyong natanggap _____

Date Visited
Petsa ng Pagbisita _____
Contact Details _____






II. Client Satisfaction Rating

Kindly rate the quality of service provided by checking the appropriate box. Leave as blank if the criterion is not applicable to the service. (*Lagyan ng tsek ang kahong nagsasaad ng iyong karanasan ukol sa serbisyong natanggap. Iwanang blanko ang pamantayan kung ito ay hindi angkop sa serbisyong natanggap.*)





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CRITERIA	 Very Dissatisfied <i>Lubhang hindi Nasiyahan</i>	 Dissatisfied <i>Hindi Nasiyahan</i>	 Neutral	 Satisfied <i>Nasiyahan</i>	 Very Satisfied <i>Lubhang Nasiyahan</i>
1. RESPONSIVENESS (PAGTUGON) Willingness to help, assist, and provide prompt service <i>(Handang tumugon at magbigay nang mabilis na serbisyo sa kliyente)</i>					
2. RELIABILITY (MAASAHAN) Provision of what was needed and what was promised , in accordance with the policy and standards, with zero to a minimal error rate <i>(Mahusay na pagbibigay ng serbisyo ayon sa itinakdang pamantayan)</i>					
3. ACCESS & FACILITIES (LOKASYON AT PASILIDAD) Convenience of location, ample amenities for a comfortable transaction, and the use of clear signages and modes of technology <i>(Mabilis mapuntahan ang lugar at magamit ang pasilidad sa pamamagitan nang malinaw na karatula)</i>					
4. COMMUNICATION (PAKIKIPAG-USAP) Act of keeping citizens and businesses informed in a language they can easily understand, as well as listening to their feedback <i>(Pakikipag-ugnayan sa kliyente sa paraang</i>					





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<i>malinaw at nauunawaan kasama ang mga opinion at puna)</i>					
5. COSTS (GASTOS) Satisfaction with timeliness of the billing, billing process/es, preferred methods of payment period, value for money, acceptable range of costs, and qualitative information on the cost of each service (<i>Kontento sa serbisyong natanggap at sa halagang naging katumbas o binayaran</i>)					
6. INTEGRITY (KATAPATAN) Capability of frontline staff/s to perform their duties, product and service knowledge, understanding client needs, helpfulness, and good work relationships (<i>Kasiguruhan na gampanan ang tungkulin, na may kaalaman sa serbisyo, pag-unawa sa mga pangangailangan ng kliyente, matulungin, at maayos na ugnayan sa trabaho</i>)					
7. ASSURANCE (PAGTITIWALA) Assurance that there is honesty, justice, fairness, and trust in each service while dealing with the clients and businesses (<i>Pagtiyak sa serbisyong may katapatan, hustisya, patas at tiwala sa habang nakikipag-ugnayan sa kliyente</i>)					
8. OUTCOME Assurance that there is honesty, justice, fairness, and trust in each service while dealing with the clients and business (<i>Pagtiyak sa serbisyong may katapatan, hustisya, patas at tiwala sa habang nakikipag-ugnayan sa kliyente</i>)					





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III. Suggestions/Compliments/Comments (Suhestiyon/Papuri/Komento)

Thank you for your valuable input to help us continuously improve our services!
Maraming salamat sa iyong tulong para sa ikauunlad ng aming serbisyo!

Privacy Notice

The personal information included in this document should only be used for the purposes of administering the survey. Any personal information included herein may not be used for other purposes aside from those stated above.

Privacy Notice

Ang personal na impormasyon sa dokumentong ito ay maari lamang gamitin para sa layunin ng survey na ito. Hindi ito maaring gamitin sa iba pang layunin maliban sa nabanggit.





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DepEd Quality Policy Statement (QPS)

The QPS is the articulation of DepEd's commitment to implement the National QMS in accordance with the agency's mandate, Vision, Mission, and Core Values. In essence, the QPS is the embodiment of the overall intention and direction of DepEd's top management in relation to quality.

“The Department of Education is committed to provide learners with quality basic education that is accessible, inclusive and liberating through:

- Proactive leadership
- Shared governance
- Evidence-based policies, standards, and programs
- Responsive and relevant curricula
- Highly competent and committed officials, and teaching and non-teaching personnel
- An enabling learning environment

The Department upholds the highest standards of conduct and performance to fulfil stakeholders' needs and expectations by adhering to constitutional mandates, statutory, and regulatory requirements, and sustains client satisfaction through continuous improvement of the Quality Management System”

The QPS must be recited by teaching and non-teaching personnel during the conduct of Flag Ceremony. It may also be included in the preliminary activities of CO, RO, and SDO programs. In the case of Schools, it may be included during the preliminary activities of Faculty Meetings, Learning Action Cell (LAC) Sessions, or any other similar activity. The purpose of the QPS is to build a culture of quality within the Department. It serves as a reminder for each DepEd employee to uphold their commitment





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to citizen-centric quality public service.

Strategic Direction BULAKENYO

Committed to serve beyond the limits of excellence, DepEd Schools Division of Bulacan continuously strives towards the maximum development of every Bulakenyo learner. This Division Education Development Plan (DEDP) was created to realize this goal and to steadfastly provide “Total Quality Basic Education Services” to the youth with special skills and interests through formal, informal and non-formal channels for them to be holistically developed as functional citizens in a literate, just and humane society. It may be achieved through the unified efforts of this office, the schools, other stakeholders and the learners as well.

This DEDP presents the current education situation, issues and challenges and provides strategic directions on how to systematically bridge the gaps and sustain the gains in the education sector by ensuring the deliverability of the nine key improvement areas B-U-L-A-K-E-N-Y-O.

- B - Better teachers, personnel and staff. Necessary technical assistance and NEAP accredited training and development programs will be provided to the teaching and non-teaching personnel in the whole division.
- U - United Team, Serving One Mission, Achieving One Vision, One DepEd Bulacan. Developing lifelong learners will be attained through shared leadership and shared responsibility of all the parties concerned.
- L - Learners learn in a child-friendly, gender sensitive, safe and motivating environment. Different interventions will be conducted in compliance with DepEd Order No. 55, s. 2013 or the Child-Friendly School System.
- A - Accessible, quality, relevant and liberating education. In spite of the risks brought about by the pandemic, relevant and appropriate distance learning modality will ensure the delivery of quality education to all learners.
- K - K to 12 Curriculum Implementation, Review and Update. Improvement on the content and pedagogy by creating alignment between curriculum, teaching, assessment, and learning in school and non-school environments to meet ‘new normal’ educational challenges.
- E - Engaging Partners and Stakeholders for Support and Collaboration Partnership and Collaboration. Linkages between and among internal and external stakeholders will be strengthened to get support for all DepEd’s programs, projects and activities.





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- N - Nurturing, Modern, Nimble and Trusted Institutions. The current health crisis calls for a more advanced, modern, and technology-inclined system of delivering “total quality basic education services.”
- Y - Youth and ALS Learners who are Nation-Loving, Resilient, Competent and Life-Long Learners. Enhancement of programs for the holistic development of all learners regardless of their age, sex, religion and status in life.
- O - Organizational Alignment and Effectiveness. Employ automated and electronic Human Resource (HR PRIME) system, QMS, and other Information System and ensure the delivery of providing quality product and service to our customers and meeting regulatory and all applicable ISO 9001:2015 requirements, consider and meet all external and internal issues relevant to our purpose, strategic direction and that affect our QMS in achieving its intended results, determine and meet the requirements of interested parties that are relevant to the ability of our QMS to meet customer and applicable regulatory requirements and continually improve our QMS by reducing operational inefficiencies and enhancing customer satisfaction.

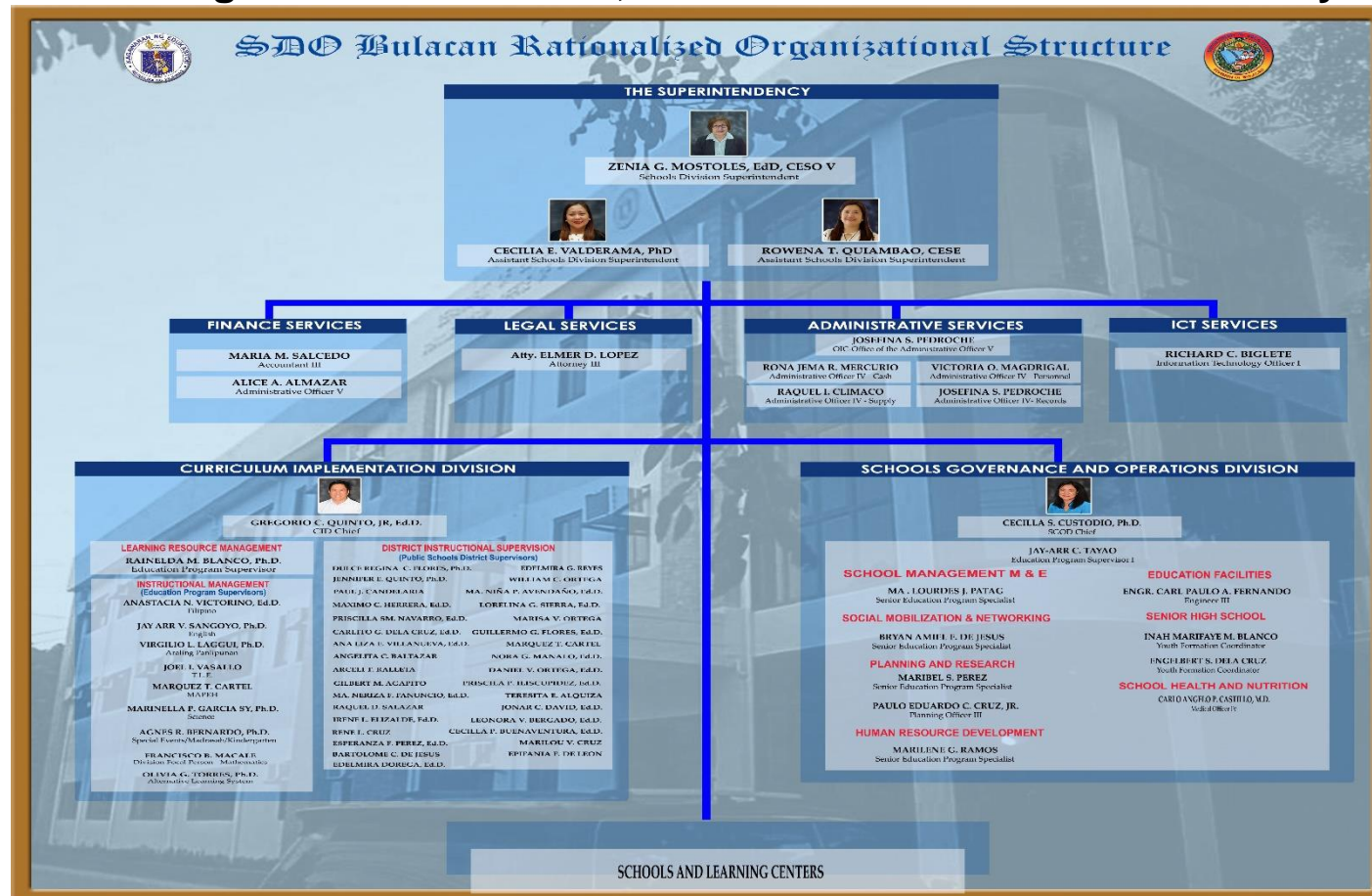
This roadmap entrusts and itemizes relevant programs, projects and activities that focuses on learners’ development, human resource training and management, facilities build up and improvement and stakeholders’ partnership and engagement.





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II. Organization Structure, Office Functions and Job Summary





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Office of the Schools Division Superintendent (OSDS)

<p> SCHOOLS DIVISION OFFICE OF BULACAN OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT </p> <p>OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT</p> <p> ROWENA T. QUIAMBAO, CESE Asst. Schools Division Superintendent</p> <p> MARIBEL D. ENRIQUEZ Administrative Aide VI</p> <p> CRISANTA Q. ALFONSO Administrative Staff (J.O.)</p>	<p> SCHOOLS DIVISION OFFICE OF BULACAN OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT </p> <p>OFFICE OF THE SDS (PROPER)</p> <p> ZENIA G. MOSTOLES, Ed.D., CESO V Schools Division Superintendent</p> <p> MARIBEL C. CRUZ Administrative Assistant III</p> <p>  VANESSA F. CABINGAS JOSE LEVY G. SANTOS Administrative Aide VI Administrative Aide IV-Division L.O.</p>	<p> SCHOOLS DIVISION OFFICE OF BULACAN OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT </p> <p>OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT</p> <p> CECILIA E. VALDERAMA, PhD Assistant Schools Division Superintendent</p> <p> ZHARLENE DEI P. DISCIPULO Administrative Aide VI</p>
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 **SCHOOLS DIVISION OFFICE OF BULACAN**
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT 

ICT SERVICES



RICHARD C. BIGLETE
Information Technology Officer I



RONALD G. SALVADOR
Administrative Assistant II

 
JUSTINE S.J. LEGASPI **TRISTAN RUSS E. VALDERAMA**
Administrative Staff (J.O.) Administrative Staff (J.O.)

 **SCHOOLS DIVISION OFFICE OF BULACAN**
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT 

LEGAL SERVICES


Atty. ELMER D. LOPEZ
Attorney III


LORENA P. BODOSO
Legal Assistant I

 **SCHOOLS DIVISION OFFICE OF BULACAN**
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT 

ADMINISTRATIVE OFFICE


JOSEFINA S. PEDROCHE
Administrative Officer IV

 
PRINCESS ELAINE M. REYES **BIENVENIDO D.G. REYES, JR.**
Administrative Aide VI Administrative Staff (J.O.)

Administrative Support

 **ROBERTO C. FLORES** 
Administrative Aide IV - Guard
VERGEL S. BODOSO
Administrative Aide I - Guard

 **ROMEO S. SULIT** 
Administrative Aide I
FRANCISCO F. SALONGA
Administrative Aide I

 **JUANITO S. SANTOS** 
Administrative Staff (J.O.)
CANDIDO C. BELLO, JR.
Provincial Guard





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FINANCE SERVICES
Accounting Section



AGNES M. SEIFNEZHAD
 Accountant III



REGINE DC. TAN
 Administrative Assistant III



MARICEL M. PEREZ
 Administrative Assistant III



ANGELICA M. DEL MORO
 Administrative Assistant III



CLAIRE C. DE JESUS
 Administrative Assistant III



RONALYN G. PAULINO
 Administrative Assistant III



DAN HARVEY D. CASTRO
 Administrative Assistant III



JOHN RICHARD P. TIONGSON
 Administrative Assistant III



ROSALYN B. DELA CRUZ
 Administrative Staff (J.O.)



ROWEL A. REYES
 Administrative Staff (J.O.)



MARIA PERPETUA B. PEREZ
 Administrative Staff (J.O.)



MA. JOSEFINA B. ALINCASTRE
 Administrative Staff (J.O.)




ENGEL BERT A. TORRES
 Administrative Staff (J.O.)




TOBY C. ALEJANDRO
 Administrative Staff (J.O.)

SCHOOLS DIVISION OFFICE OF BULACAN
 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT


Budget Section




ALICE A. ALMAZAR
 Administrative Officer V




ANALYN S. ENRIQUEZ
 Administrative Assistant III



ELOISE DAMILLE CENTENO
 Administrative Assistant III




DEMI NICOLE B. BALLON
 Administrative Assistant I




JANE PAMILACAN
 Administrative Staff (J.O.)

SCHOOLS DIVISION OFFICE OF BULACAN
 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT


Cashier Section




RONA JEMA R. MERCURIO
 Administrative Officer IV




NOEL L. SALCEDO
 Administrative Assistant III




IVY DEBHANNY S. CABAÑAL
 Administrative Aide VI



CECILIA C. PROTESTANTE
 Administrative Staff (J.O.)



REYNALDO DC. ISIP
 Administrative Staff (J.O.)




JASON C. SANCHEZ
 Administrative Staff (J.O.)








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 **SCHOOLS DIVISION OFFICE OF BULACAN**
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT


Payroll Section



VICTORIA O. MADRIGAL
Administrative Officer IV



MELODY G. REGALADO
Administrative Assistant III


KRISTINE JOY D. TICO
Administrative Assistant III


MARILYN D. SANTOS
Administrative Assistant III


RICHELLE ANNE G. MANALILI
Administrative Assistant III


FEDERICO C. SANVICTORES JR.
Administrative Assistant II


TOBY C. ALEJANDRO
Administrative Staff (J.O.)

 **SCHOOLS DIVISION OFFICE OF BULACAN**
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Personnel


VICTORIA O. MADRIGAL
Administrative Officer IV


LORADEL B. PASCO
Administrative Assistant III


KATHRYN LIZETTE V. JUGUILON
Administrative Assistant II


KEVIN P. CABAZAL
Administrative Assistant II


JULIENNE MHAE DG. PEREZ
Administrative Assistant II


MELISSA C. RODRIGUEZ
Administrative Assistant II


SIXTA A. BERNAL
Administrative Aide II


HANA M. HERNANDEZ
Administrative Aide VI


PAMELA DC. FLORES
Administrative Staff (J.O.)


KAREN MINETH T. DANGANAN
Administrative Staff (J.O.)


JUAN R. GATCHALIAN, JR.
Administrative Staff (J.O.)




KIMBERLY CHRISTINE MERCADO
Administrative Staff (J.O.)


BABY ROCILE U. DUNGGA
Administrative Staff (J.O.)








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 **SCHOOLS DIVISION OFFICE OF BULACAN**
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT 


Property Section


RAQUEL I. CLIMACO
Administrative Officer IV



ERWIN A. DE GUZMAN
Administrative Aide IV



SHAIRO R. CENTENO
Administrative Assistant II



ERICSON T. MARQUEZ
Administrative Staff (J.O.)


 **SCHOOLS DIVISION OFFICE OF BULACAN**
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT 


Records Section



JOSEFINA S. PEDROCHE
Administrative Officer IV



SHANE ANNE A. SARMIENTO
Administrative Assistant III


ANTONIA C. DE GUZMAN
Administrative Staff (J.O.)


JENINE NICOLE M. SALAMAT
Administrative Staff (J.O.)


JOSE MARIE R. MARCELO
Administrative Staff (J.O.)


DAN HARVEY D. CASTRO
Administrative Staff (J.O.)


CONDEIMARIS R. BATAC
Administrative Staff (J.O.)





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OSDS OFFICE FUNCTIONS

Office Functions – Ver. 2

Name of Office/ Division: **Office of the Schools Division Superintendent**
 Strand/Governance level: **Schools Division Office**

Statement of Purpose	
The Schools Division Office (SDO) empowers schools and Learning Centers (LC) and engages partners and communities in the delivery of quality basic education that is accessible to all. (Sec.2 RA 9155)	
Outcomes	Outcomes Indicators
<ul style="list-style-type: none"> • Teaching and non-teaching personnel are accurately and timely compensated. Issues and concerns relative to personnel matters are properly addressed and resolved. • All stakeholders are provided with readily available, updated, and accurate data and records for information and decision-making. • SDO teaching and non-teaching personnel are committed, competent, innovative, and accountable in the performance of their duties and responsibilities and continuously improve to meet performance standards across access, quality, and governance. • Schools and Learning Centers are provided with adequate services and resources that ensure a child-friendly and healthy learning and working environment 	

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
Administrative Management	To properly and promptly provide personnel action and compensation	Percentage of personnel who are regularly and promptly provided with compensation and accorded suitable	Processed and issued salaries and benefits	
			Duly signed payroll	
			Approved Appointments, Promotions,	

SDO _ Office of the Schools Division Superintendent
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Office Functions – Ver. 2

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
		personnel action	Reclassifications, Deployment, etc	
	To maintain an updated and accurate Information Management System	100% of data and records were available as soft and/or hard copy	Hard/Soft Copy of Records	
			Encoded data in a stand-alone computer junket to all systems	
	To provide schools, Learning Centers and SDO with necessary supplies, materials and equipment	100% allocation of supplies, materials and equipment were delivered/issued	Memorandum Receipts (MRs)	
			Inventory of supplies, materials and equipment	
	To develop a well-planned, directed and coordinated system for records management and general services	100% implementation of government laws, policies, plans, programs, rules and regulations on records management and general service functions based on client satisfaction surveys	Client satisfaction surveys	
			Administrative reports	
Personnel feedback mechanism				
	100% adherence to 5S standards			
Financial Management	To provide SDO management with economical, efficient, and effective accounting and budgeting services to	Percentage of schools provided with seminars and workshops on financial management vs. targets	Report on financial issues and concerns addressed	
			Reports on Training/ Budget-Planning	

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Office Functions – Ver. 2

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	ensure the cost-effective utilization of financial resources of the division and schools		workshops conducted	
		Number of schools and Learning Centers monitored with proper reporting of the generation and utilization of funds vs. targets	Guidelines on Fund utilization	
		Percentage of claims of payments of salaries, benefits, and reimbursements processed vs. target population/number of incoming requests	Monitoring and Evaluation (M&E) Reports	
		Percentage of distribution of national fund allotments to schools and learning centers vs. target population	Payroll	
			Financial reports	
			Liquidation Reports of schools and Learning Centers	
Performance Management	To manage the implementation of Results-based Performance Management System (RPMS) in accordance to the schools' prevailing situations and realities	Percentage of schools adhering to the customized RPMS	Customized RPMS	

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Office Functions – Ver. 2

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	To formulate processes and standards for school accreditation	Percentage of schools adhering to accreditation standards	Accreditation processes and standards	
	To develop a feedback mechanism tool that enhances the delivery of frontline services	Percentage of feedback from clients	Feedback mechanism tool	
Ancillary services (Legal, ICT) <i>Note: Legal Function for Medium-sized to Very Large SDOs only</i>	To provide legal advice and render legal opinions to the Schools Division Superintendent (SDS), Assistant Schools Division Superintendent (ASDS), officials of the Division in relation to the performance of their functions	Number of legal advice and legal opinions/ decisions rendered vs. number of incoming requests within the prescriptive period	Legal advice/opinions/ decisions Memorandum of Agreements (MOAs) reviewed	
	To evaluate complaints filed, conducts investigation and draft decisions and orders on cases filed against non-teaching personnel within the Division	Percentage of complaints acted upon	Report on complaints acted upon	
			Report on investigations conducted	
	To draft actions/ endorsements on complaints and letters for	Number of endorsements made vis-à-vis number of complaints received.	Endorsements and draft action plan.	

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Office Functions – Ver. 2

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	signature of the SDS in accordance with the provisions of the law and DepED rules and regulations			
	To interpret laws and rules affecting the implementation of various Division programs	Percentage of documents interpreted vis-à-vis number of endorsements/ referrals received	Draft interpretation of laws and rules	
	To prepare and review contracts, Memorandum of Agreement (MOAs) and instruments to which the Division or any of its offices and school is a party, and interprets the provisions therein	Number of MOAs and legal instruments reviewed within the target date vs. incoming requests	Memorandum of Agreement	
			Reviewed Legal Instruments	
	To conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO)	Number of investigations conducted vs. targets	Investigation Reports/ Indorsements	
	To represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	Number of Legal representation/ appearance before appropriate tribunals vs. number of deputized	Pleadings, legal briefs	

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Office Functions – Ver. 2

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
		representations		
	To manage and maintain the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations	Number of schools and learning centers monitored on ICT infrastructures, programs, and projects, within the SDO vs. targets	M&E Reports	
	To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems		Approved ICT Plan	
	To participate and communicate with Central Office and other ICT Units across levels with regard to the implementation of national ICT and ICT-related programs	Percentage of increase in the number of partnerships forged vs. baseline data, in collaboration with RO and CO	Functional ICT System	
			MOA/Memorandum of Understanding (MOU) on partnerships	

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JOB DESCRIPTION SUMMARY

Job Description – Ver. 2

Job Description Summary

Bureau/Service	Schools Division Office	Division/Unit	Office of the Schools Division Superintendent		
Key Result Area/s	1. Administrative Management 2. Financial Management 3. Performance Management 4. Ancillary Services (Legal, ICT) <i>Note: Legal functions for Medium-sized to Very Large SDOs only</i>				
JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Schools Division Superintendent	<ul style="list-style-type: none"> • Ensure quality in the delivery of basic education services by developing division work systems and procedures, setting standards consistent with the national and regional educational policies, plans and standards and ensure compliance thereto. • Plan and manage the effective and efficient use of financial, human, and physical resources of the Schools Division towards achievement of DepED thrusts and goals • Monitor/supervise that the operations of public and private elementary, secondary and integrated schools and learning centers are within DepEd standards. 	<ul style="list-style-type: none"> • Strategic Management and Operations • Curriculum and Instruction Management • Human Resource Development and Management • Resource Management • Partnership and Linkages 	Regional Director	ASDS, Division Chiefs





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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Assistant Schools Division Superintendent	<ul style="list-style-type: none"> Reports directly to the Schools Division Superintendent (SDS) to generally provide overall management and technical assistance for the efficient operations and effective implementation of policies and education programs at the Schools Division level. 	<ul style="list-style-type: none"> Strategic Management and Operations Curriculum and Instruction Management Human Resource Development and Management Resource Management Partnership and Linkages 	Schools Division Superintendent	As assigned by SDS
	Attorney III	<p>To provide effective, efficient, judicious and expeditious legal service to the Division Office through:</p> <ul style="list-style-type: none"> impartial, evidenced-based, and speedy disposition of administrative cases; effective and efficient delivery of in-house legal services ; safeguarding the Department's rights and interests on School Sites; and constant monitoring and timely submission of reportorial requirements to appropriate authorities. 	<ul style="list-style-type: none"> Impartial, evidence-based, and speedy investigation Provide effective and efficient in-house general legal services Safeguarding the Department's rights and interests on school sites Timely submission of report on matters which are required by law 	Schools Division Superintendent	Legal Assistant I
	Legal Assistant I	<p>To gather, examine and analyze information/facts received and conduct investigation on cases/ matters/ issues received/ submitted/ referred to the Schools Division Office and to provide clerical support to the Attorney III for the effective and efficient operation of the Legal Unit.</p>	<ul style="list-style-type: none"> Impartial, evidence-based, and speedy investigation Provide effective and efficient in-house general legal services Safeguarding the Department's rights and interests on school sites 	Attorney III	

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
			<ul style="list-style-type: none"> Timely submission of report on matters which are required by law Clerical Support Records Management Administrative Support Secretariat/Frontline 		
	Information Technology Officer I	Provide technical support to the Division Management (SDS) in managing ICT solutions and services for governance and education, in the implementation of programs and projects that meets strategic goals and objectives, and provide technical assistance to schools and learning centers in the integration of ICT in teaching-learning in accordance with set policies, standards and methodologies for ICT development and use.	<ul style="list-style-type: none"> ICT systems and infrastructure management ICT programs and projects implementation Partnerships and stakeholder management ICT policies and standards implementation Technical assistance to schools on integration of ICT in school governance, teaching and learning ICT M&E 	Schools Division Superintendent	
	Administrative Officer V (Budget Officer III)	To provide management with economical, efficient, and effective budgeting services and reliable and timely financial information for decision making towards the cost-effective utilization of financial resources of the division	<ul style="list-style-type: none"> Budget Preparation Budget Execution Budget Accountability and Reporting Budget Systems Maintenance, 	Schools Division Superintendent	Administrative Assistant I (for Budget)

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
			Monitoring and Evaluation <ul style="list-style-type: none"> • Technical Assistance 		
	Administrative Assistant I (for Budget)	To provide general and routine clerical support to the budgeting officer in the preparation of budgetary requirements needed for submission to the DBM and reports in compliance to other attached agencies. To provide administrative support to the Finance Services functions.	<ul style="list-style-type: none"> • Budget Preparation, Execution and Accountability Data and Documents 	Budget Officer III	
	Accountant III	To analyze and attest to the accuracy of accounting records and reports and provide information and advice to the management of the schools division to ensure that the utilization of funds for basic education are maximized and compliant with government accounting rules and regulations To supervise, facilitate and monitor the work of the accounting personnel and provide technical assistance to school heads and implementing units to ensure proper utilization of funds and preparation of reliable and timely financial reports.	<ul style="list-style-type: none"> • Financial Records and Reports • Financial Systems Maintenance • Monitoring and Evaluation • Technical Assistance • Accounting Services Performance 	Schools Division Superintendent	Admin. Assistant III & Admin. Assistant II
	Administrative Assistant III (Senior Bookkeeper)	To maintain and safeguard the books, records and supporting schedules of the Division Office by keeping track of accounts, and verifying the accuracy of procedures used for recording financial data that are necessary for the preparation of timely and	<ul style="list-style-type: none"> • Financial Records and Reports • Account Tracking • Financial Transactions Recording Procedures 	Accountant III	

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
		reliable reports which will aid the management in making informed decisions.			
	Administrative Assistant II (Accounting Clerk)	To support accounting operations by filing documents; reconciling statements; running software programs.	<ul style="list-style-type: none"> • Accounting Records • Accounting Reports 	Accountant III	
	Administrative Officer V (Admin)	To supervise the team that will provide the Schools Division Office with timely, responsive and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property and the maintenance of facilities, in order to ensure efficient operation of the schools division office towards enabling schools and learning centers provide accessible and quality and basic education.	<ul style="list-style-type: none"> • Administrative Policies and Guidelines • Personnel Administration • Records Management • Cash Management • Supply and Procurement • Security and Custody of Properties • Maintenance of SDO Grounds and Facilities • Administrative Service Performance 	Schools Division Superintendent	Administrative Officer IV and Administrative Aide VI (Records, Supply, Cashier, Budget, Personnel)
	Administrative Aide VI (Admin)	To provide clerical and secretariat support to AOV and administrative services function.	<ul style="list-style-type: none"> • Schedules Administrative Service Activities • Records and Files • Administrative Support • Secretariat and Frontline 	Administrative Officer V (Admin)	
	Administrative Officer IV (Personnel)	To provide personnel administration services to the management and personnel of the Schools Division in the areas of recruitment and selection, personnel administration, compensation and benefits administration, personnel records, while ensuring adherence to the standards, rules and	<ul style="list-style-type: none"> • Recruitment, Selection and Placement • Personnel Actions • Salary Administration and Personnel Records • Benefits Administration 	Administrative Officer V	Admin. Aide VI (Personnel)

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
		regulations in personnel administration of government oversight agencies (CSC, DBM, COA, etc.)	<ul style="list-style-type: none"> Personnel Information System 		
	Administrative Aide VI (Personnel)	To provide assistance to the AO IV for Personnel, in the provision of personnel administration services to the management and personnel of the Schools Division	<ul style="list-style-type: none"> Recruitment, Selection and Placement Personnel Actions Salary Administration and Personnel Records Benefits Administration Personnel Information System 	Administrative Officer IV (Personnel)	
	Administrative Officer IV (Records)	To establish and maintain a records management system, including the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the schools division office management and staff.	<ul style="list-style-type: none"> Records Management System Receiving and Releasing Documentation Authentication and Verification Reporting Technical Assistance Unit Performance 	Administrative Officer V	
	Administrative Officer IV (Cash)	To manage cash collections, disbursements, liquidations and preparation of reports to the accounting office to ensure proper utilization and timely disbursement of funds and liquidation of cash advances to pay for government obligation in accordance with accounting and auditing rules and regulations	<ul style="list-style-type: none"> Cash Collection Cash Disbursement Payment and Remittance Liquidation and Reporting 	Administrative Officer V	Admin. Aide VI (Cash)

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Administrative Aide VI (Cash)	To provide assistance to the AO IV for Cash, in cash collection and disbursement, and in the preparations and submission of cash related reports.	<ul style="list-style-type: none"> • Cash Collection • Cash Disbursement Payment and Remittance • Liquidation and Reporting 	Administrative Officer IV (Cash)	
	Administrative Officer IV (Property)	<p>To provide technical services to the management and staff of the SDO in relation to procurement (using alternative mode), inspection, acceptance, issuance, storage, maintenance and inventory of material resources, equipment, and properties to support the efficient operations of the schools division office in managing the delivery of quality basic education and,</p> <p>Facilitate the disposal of waste materials and unserviceable equipment to derive economic benefit and maintain orderliness and efficient use of office space.</p>	<ul style="list-style-type: none"> • Policies, Standards, Guidelines, Systems • Procurement and Acquisition • Delivery Inspection and Acceptance • Custodianship • Disposal 	Administrative Officer V	Admin. Aide VI (Property)
	Administrative Aide VI (Property)	To provide administrative support to the Supply Officer in the conduct of the inventory of physical properties, supplies, materials, and equipment and in maintaining proper storage, delivery, and issuance of such, to ensure adequate and timely provision of supplies and equipment to the management and staff of the SDO	<ul style="list-style-type: none"> • Supplies and Materials • Properties and Equipment • Documents and Records 	Administrative Officer IV (Property)	

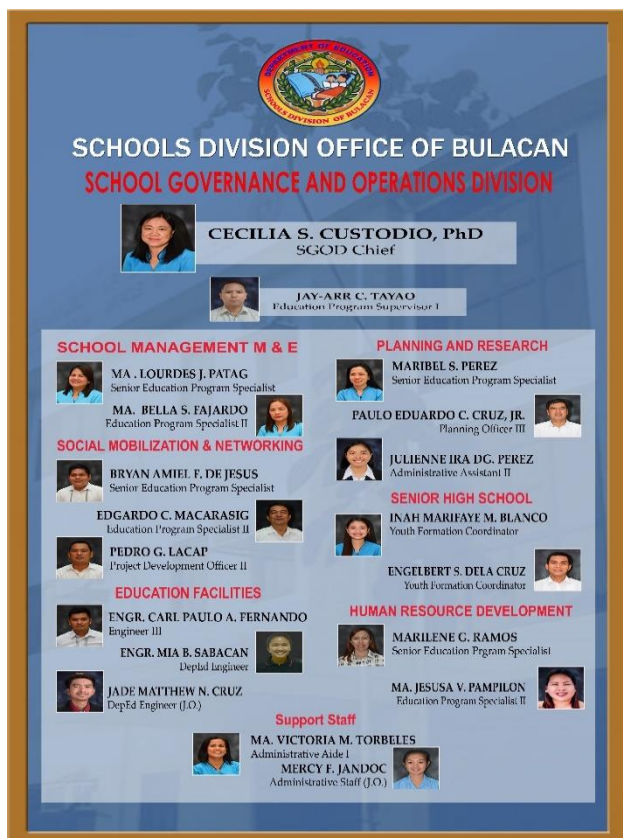
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 SCHOOLS DIVISION OFFICE OF BULACAN

Office of the School Governance and Operations Division (SGOD)



SCHOOLS DIVISION OFFICE OF BULACAN
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

CECILIA S. CUSTODIO, PhD
 SGOD Chief

JAY-ARR C. TAYAO
 Education Program Supervisor I

SCHOOL MANAGEMENT M & E

- MA. LOURDES J. PATAG, Senior Education Program Specialist
- MA. BELLA S. FAJARDO, Education Program Specialist II

SOCIAL MOBILIZATION & NETWORKING

- BRYAN AMIEL F. DE JESUS, Senior Education Program Specialist
- EDGARDO C. MACARASIG, Education Program Specialist II
- PEDRO G. LACAP, Project Development Officer II
- ENGR. CARL PAULO A. FERNANDO, Engineer III
- ENGR. MIA B. SABACAN, DepEd Language
- JADE MATTHEW N. CRUZ, DepEd Engineer (I.O.)

PLANNING AND RESEARCH

- MARIBEL S. PEREZ, Senior Education Program Specialist
- PAULO EDUARDO C. CRUZ, JR., Planning Officer III
- JULIENNE IRA DG. PEREZ, Administrative Assistant II

SENIOR HIGH SCHOOL

- INAH MARIFAYE M. BLANCO, Youth Formation Coordinator
- ENGELBERT S. DELA CRUZ, Youth Formation Coordinator

HUMAN RESOURCE DEVELOPMENT

- MARILENE G. RAMOS, Senior Education Program Specialist
- MA. JESUSA V. PAMPILON, Education Program Specialist II

Support Staff

- MA. VICTORIA M. TORBELLES, Administrative Aide I
- MERCY F. JANDOC, Administrative Staff (I.O.)



SCHOOLS DIVISION OFFICE OF BULACAN
SCHOOL GOVERNANCE AND OPERATIONS DIVISION

CECILIA S. CUSTODIO, PhD
 SGOD Chief

SCHOOL HEALTH AND NUTRITION

Dental Unit

- CARLO ANGELO P. CASTILLO, M.D., Medical Officer IV
- ROSELLE RAMOS, DMD, Dentist II
- EDISON C. DE OCAMPO, Dental Aide
- MARIA ADORA F. PASCUAL, DMD, Dentist II
- RONNIE R. PEREZ, Dental Aide
- ROMMEL B. PINGOL, DMD, Dentist II
- ALEJANDRO M. LOPEZ, Dental Aide
- RONALD CIMACO, Dental Aide
- VILMA Q. AGUAS, DMD, Dentist II
- RAUL C. ESPRITU, Dental Aide
- PAULEEN D. DELOS SANTOS, DMD, Dentist II
- HANRIO C. PASCUAL, Dental Aide
- GLORIA L. OCAÑA, DMD, Dentist II
- FERDINAND S. LUGO, Dental Aide
- ELMER J. VILLAREAL, DMD, Dentist II
- JOSE T. ISIP, Dental Aide

School Nurses

K-66 Nurses

- SHIRLEY C. BURGOS
- EDITHA E. BEQUIZO
- CAIRINE EDRIANE S. DE GUZMAN
- LUCIA JANE C. CHICO
- YOLANDA G. JIMENEZ
- MARITES C. EVANGELISTA
- ANGELES V. CUEVARRA, Jr.
- GERRY R. INONCILLO
- JEAN ROCHELLE M. MENDOZA
- MARIE ANTHONETTE T. PANGANBAN
- MARIEZEL M. SULIT
- MA. SUZETTE SANTOS
- MARY GRACE V. YUTOC
- MELDA L. VILLANUEVA
- ARMINDA R. VALENTINO
- JOHN PAULO S. IRINIDAD
- LESTER JEO C. LIBAO
- GARY L. LOPEZ
- ROD CHRISTOPHER TOLENTINO
- JOHN BRYANT VILLANUEVA

JHS & SHS Nurses

- CHERRIE T. ALBA
- JEANNY M. BUMATAY
- KATHLEEN RUTH C. BARUSA
- KAREN LYN E. CENTENO
- MA. ELAINE A. DE GUZMAN
- CECHILE C. DINEROS
- CHARITY G. IGAYA
- MA. LEONORA B. IGNACIO
- ANITA C. APOSTOL
- MA. LUISA C. DE JESUS
- MYLENE B. DELA CRUZ
- KALVIN LOUIS S. JOSE
- APRIL ABIGAIL N. MARCELO
- JEZLIACH C. URETA
- AMMABELLE JOYCE N. VICTORIA
- LEANDRO S. BALLYOT III
- PRECIOUS S. BALLYOT
- JULIE ANN L. MARIANO
- JOSEPH JONES C. SILVERIO
- MAE LYN C. DELOS SANTOS
- SHERWIN DR. JOAQUIN





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SGOD OFFICE FUNCTIONS

Office Functions – Ver. 2

Name of Office/ Division: **School Governance and Operations Division**
Strand/Governance level: **Schools Division Office**

Statement of Purpose	
Supports and capacitates schools and Learning Centers in ensuring a conducive learning environment and in compliance to quality standards of Governance and Operations.	
Outcomes	Outcomes Indicators
<ul style="list-style-type: none">Schools and Learning Centers (LCs) effectively and efficiently deliver education services.	
<ul style="list-style-type: none">Teaching and non-teaching personnel at the SDO are competent in performing their respective duties and functions.	
<ul style="list-style-type: none">Schools and Learning Centers maintain a conducive learning environment	

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
Support Services Management	To capacitate schools and learning centers in the delivery of education program services	Percentage of schools and learning centers in terms of support management services that are compliant to the standards based on TNA	Training/ Capacity Building Reports	
	To strengthen the management of schools and learning centers in terms of process delivery	Percentage of schools and learning centers with improved delivery of education support services	Accomplishment reports on programs	

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Office Functions – Ver. 2

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	of education support services			
	To support the maintenance of a conducive learning environment	Percentage of schools and learning centers that maintained a conducive learning environment	Child Friendly School System conducted Comprehensive School system	
	To implement and manage learner support services such as youth development programs, school health and nutrition, Senior High School (SHS) voucher	Percentage of implementation of various programs vs. targets	Program implementation reports on various learner support services	
Planning and Research	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 Improvement Plan (AIP) and the Annual Procurement Plan (APP)	Percentage of compliance to quality standard	Approved DEDP	
	To generate and disseminate timely,	Percentage of schools that submitted timely,	Validated data submitted and accepted by CO Planning	

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Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	accurate, and relevant basic education statistics	accurate and relevant data		
	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 research	
Community Level Linkages and Partnerships	To conduct orientation to School Heads and focal persons on Schools' Local and International Partnerships	Percentage of School Heads/Focal Persons orientated/capacitated	Advocacy Materials prepared	
	To identify potential partners/donors for specific programs and projects	Number of potential donors for specific programs	Resource generated from identified donors for specific program	
		Number of MOA/MOU crafted	Signed MOA/MOU	
	To expand/sustain and institutionalize partnerships and linkages with stakeholders	No. of MOA/MOU signed vs. targets	MOA on sustainability of the programs	
To accept donations (e.g. equipment, tools) from program/project partners for proper utilization	Number of turn over ceremony conducted/launched	Certificates of Acceptance of project/program equipment/tools turned-over to the SDO		





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Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
		Inventory list of program/project equipment/tools	List of project/program equipment/tools turned-over to the SDO	
Human Resource Development	To manage the capacity building programs for teaching and non-teaching personnel including DRRM	Percentage of teaching and non-teaching personnel trained	Training design List of personnel to undergo training	
	To train teaching and non-teaching personnel on skills and competencies enhancement	Teaching and non-teaching personnel demonstrate (at least) very satisfactory performance		
	To establish and manage rewards and recognition system	Conduct (at least) annual awards and recognition program	Guidelines for the selection of outstanding employees; names of awardees	
Quality Assurance	To serve as Secretariat to ensure completeness and initial validation of documents pertinent to application in the operation/establishment/ conversion of both public and private schools (Refer to DO 40, S. 2014)	Percentage of schools complying to documentary requirements	Complete portfolio of school document	





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Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	To ensure access to adequate, disaster resilient and safe buildings and ground facilities according to the prescribed standards	Percentage of buildings which are disaster resilient	Number of buildings not damaged after natural calamities	
		Percentage of schools compliant with standards		
		Percentage of school grounds which are hazard-free	Number of schools with zero accident recorded/reported	
			Serviceable furniture	
			Serviceable ramp and handrail	
			Exclusive toilet each for boys and girls	
	To quality assure learning and development programs	Number of quality assured learning and development programs	Quality Assurance Monitoring and Evaluation (QAME) (Rating)	
	To ensure the continuous improvement of schools and learning centers thru School-Based Management (SBM)	Percentage of schools achieving a higher SBM level of practice	SBM level of Accreditation	
	To manage and implement the Quality Management System (QMS)	Functional Division Monitoring, Evaluation and Assessment (DMEA)	DMEA & SMEA Results/ Report	
		Consolidated School Monitoring, Evaluation		





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Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
		and Assessment (SMEA) results		
	To develop Monitoring and Evaluation (M&E) tools for the utilization and implementation of projects	Percentage of M&E tools developed/crafted	Availability of validated M&E tool/instrument	
	To conduct M&E of the projects and programs	Percentage of schools and Learning Centers monitored and evaluated	M&E report	
			Completion report	
	To analyze M&E result for appropriate intervention	Number of M&E results analyzed with interventions	Consolidated findings and recommendations	





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JOB DESCRIPTION SUMMARY

Job Description – Ver. 2

Job Description Summary

Bureau/Service	Schools Division Office	Division/ Unit	School Governance and Operations Division
Office Key Result Area	<ol style="list-style-type: none"> 1. Support Services Management 2. Planning and Research 3. Community Level Linkages and Partnerships 4. Human Resource Development 5. Quality Assurance 		

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Chief Education Supervisor (SG 24)	<ul style="list-style-type: none"> • To provide strategic direction and technical inputs to the management of the schools division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness • To lead and manage the work of the team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish and manage conducive learning environment and ensure learner readiness to learn. 	<ul style="list-style-type: none"> • Policies and Programs • Partners and Donors • School Compliance to Quality Standards (Public and Private) • Research and Development • Technical Assistance • Unit Performance 	Schools Division Superintendent/ Asst. Schools Division Superintendent	Education Program Supervisor & all other positions in SGOD
	Education Program	<ul style="list-style-type: none"> • To develop and supervise implementation of special programs and projects of the schools division office towards the holistic 	<ul style="list-style-type: none"> • Programs and Projects (Support to school) 	Chief Education Supervisor	





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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Supervisor (SG22)	development of learners (non-curricular*) and provide technical assistance to schools to help them implement sustainable programs and projects (* programs related to learner development: e.g. palaro, leadership development, boy scouting, girl scouting, etc.) and educational support e.g. brigade eskwela, adopt a school, etc.)	governance, operation and learner) <ul style="list-style-type: none"> • Partners and Donors • Advocacy • Research and Development • Technical Assistance • Unit Performance 		
	Engineer III (SG19)	<ul style="list-style-type: none"> • Provide technical services for schools, learning centers, and the schools division office to have a physical environment that is conducive to effective teaching, learning and working by ensuring access to adequate, structurally and physically safe buildings, grounds and facilities according to the requirements and standards of an education and work facility that is environmentally sustainable, hazard free, gender sensitive and friendly to people with disability. 	<ul style="list-style-type: none"> • Site Inspection • BAC Procurement Activities • Construction • Facilities Repair • Final Inspection • Preservation of Heritage Buildings • Demolition and Condemnation of Education Building • School Mapping and Inventory of School Buildings and Educational Facilities • Files and Records 	Chief Education Supervisor and Education Program Supervisor	
	Senior Education Program Specialist (SG19) (HR)	<ul style="list-style-type: none"> • To provide technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the 	<ul style="list-style-type: none"> • HR Strategic Plans and Policies • Professional and Career Development 	Education Program Supervisor	Education Program Specialist II

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
		schools division through the TA teams, in order to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region <ul style="list-style-type: none"> To provide technical assistance in the preparation of the HR strategic and operational plans of schools and learning centers, and of the units in the division office 	<ul style="list-style-type: none"> HR Development Interventions Scholarship and Professional Program Coordination Training and Development Records Succession and Exit Employees Welfare Technical Assistance 		
	Education Program Specialist II (SG16) (HR)	<ul style="list-style-type: none"> To assist the Chief and Education Program Supervisors in maintaining systems and implementing its components in order to ensure delivery of quality and sustainable HRD services 		Senior Education Program Specialist	
	Senior Education Program Specialist (SG19) (SocMob & Networking)	<ul style="list-style-type: none"> To provide technical support in strengthening and sustaining relationships and collaboration of education partners and stakeholders, and mobilizing resources; and providing technical assistance to support special programs and projects towards increasing access to and enhancing the delivery of quality basic education. 	<ul style="list-style-type: none"> Resourcing (for Special Programs and Projects: e.g. Adopt a School Program, Funding Resource for School-Based training for teachers) Sustained Partnerships Search and Development Technical Assistance 	Education Program Supervisor	<ul style="list-style-type: none"> Education Program Specialist II
	Education Program Specialist II (SG16)	<ul style="list-style-type: none"> To assist in providing technical support to strengthening partnerships with both internal and external educational stakeholders and 		Senior Education Program Specialist	

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	(SocMob & Networking)	<ul style="list-style-type: none"> respond to the needs of the schools and learning centers for the resources and capacity to implement sustainable programs and projects to enhance the delivery of quality basic education. 			
	Project Development Officer II (SG15) (DRRM)	<ul style="list-style-type: none"> To coordinate with the NDRRM (CO and RO), Local Government, and other government agencies to implement mandated measures, programs and projects, in Disaster and Risk Management (DRRM) to the schools division so as to prepare and mitigate the effect of disaster on the delivery of basic education. To provide technical assistance to schools management in identifying, assessing and reducing the risks of disaster to educational facilities, workers and learners and dealing with environmental and other hazards that could trigger disaster. 	<ul style="list-style-type: none"> Partners and Linkages (on DRRM) Information, Education, and Advocacy (for DRRM) Policies, Systems, and Standards (for DRRM) Programs and Projects (for DRRM) Technical Assistance 	Senior Education Program Specialist	
	Senior Education Program Specialist (SG19) (School Mgt & M&E)	<ul style="list-style-type: none"> To provide technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education. 	<ul style="list-style-type: none"> Quality Management System Assessment School Compliance to Quality Standards (Public and Private) 	Education Program Supervisor	Education Program Specialist II

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
		<ul style="list-style-type: none"> To lead districts and schools/learning centers in the implementation of an M&E system to monitor their progress. 	<ul style="list-style-type: none"> Research and Development Technical Assistance to Schools and Learning Centers 		
	Education Program Specialist II (SG16) (School Mgt & M&E)	<ul style="list-style-type: none"> To assist in providing technical support in implementing quality management systems in the schools division office, the schools and learning centers and monitor adherence to standards and policies towards effective and efficient delivery of quality basic education To assist districts and schools/learning centers in the implementation of an M&E system to monitor their progress 		Senior Education Program Specialist	
	Senior Education Program Specialist (SG19) (Planning & Research)	<ul style="list-style-type: none"> To provide technical support and inputs in the preparation and updating of the school division's 6-year strategic plan and annual work plans To provide technical assistance in the preparation of the strategic and operational work plans of schools and learning centers, and of the units in the division office. 	<ul style="list-style-type: none"> Planning Frame, Systems and Plans Basic Education Information System (e-BEIS) Maintenance and Report Generation Technical Assistance 	Education Program Supervisor	
	Planning Officer III (SG 18) (Planning and Research)	<ul style="list-style-type: none"> 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 To monitor and evaluate implementation of policies and guidelines related to planning 	<ul style="list-style-type: none"> Plans and Budget Basic Education Information System (e-BEIS) Maintenance and Report Generation Capacity Building Technical Assistance 	Chief Education Supervisor & Education Program Supervisor	

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
		and education and data management systems by the schools and learning centers.			
	Medical Officer III (SG 21)	<ul style="list-style-type: none"> To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for health and nutrition programs, to provide supervisory function to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishment of viable and sustainable linkages with educational partners and stakeholders. 	<ul style="list-style-type: none"> Health Programs and Services Nutrition Program Service Partnership 	Chief Education Supervisor	
	Dentist II (SG 17)	<ul style="list-style-type: none"> To promote, protect and maintain the physical and mental well-being and readiness of learners to learn, by planning, formulating strategies for Dental health programs, to provide establishment of viable and sustainable linkages with educational partners and stakeholders with Dental Health Programs 	<ul style="list-style-type: none"> Dental Health Program and Services Nutrition Program Service (with emphasis on Dental Health Care) Partnership 	Chief Education Supervisor	
	Nurse II (SG 15)	<ul style="list-style-type: none"> Assist the Medical Officer in the implementation of Health and Nutrition Programs and Projects of the SDO. 	<ul style="list-style-type: none"> Health Programs and Services Nutrition Program and Services Linkages Special Services 	Chief Educ. Supervisor; Medical Officer III	
	Project Development Officer I (Youth)	<ul style="list-style-type: none"> Perform technical tasks in the implementation and monitoring of the youth formation programs at the division level. The position is also responsible for 	<ul style="list-style-type: none"> Youth Formation Program Management and Implementation Technical Assistance 	Chief Education Supervisor	None

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Job Description – Ver. 2

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Formation Coordinator	assessing, crafting, and delivering youth formation programs that is contextualized and localized depending on the needs of the schools. The position is also responsible for providing technical assistance to schools and to provide policy recommendations at the division level.	<ul style="list-style-type: none">• Capacity Building• Monitoring and Evaluation• Finance and Administrative Management• Partnerships and Linkages		





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Office of the Curriculum Implementation Division (CID)

SCHOOLS DIVISION OFFICE OF BULACAN
 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

LEARNING RESOURCE MANAGEMENT



RAINELDA M. BLANCO, Ph.D.
 Education Program Supervisor



JOANNARIE C. GARCIA
 Librarian II



GLENDA R. CONSTANTINO
 Project Development Officer II

SCHOOLS DIVISION OFFICE OF BULACAN
CURRICULUM IMPLEMENTATION DIVISION



GREGORIO C. QUINTO, JR., Ed.D.
 CID Chief

ADMINISTRATIVE ASSISTANTS



CHRISTIAN NOEL G. SIXTO
 Administrative Assistant II



JOHN LEO J. DELA CRUZ
 Administrative Staff (I.C.O.)

INSTRUCTIONAL MANAGEMENT



ANASTACIA N. VICTORINO, Ph.D.
 Filipino



JAY ARR V. SANGOYO, Ph.D.
 English



VIRGILIO L. LAGGUL, Ph.D.
 Araling Katutuhan



JOELL VASALLO
 TLE



MARQUEZ T. CARTEL
 MATH



MARINELLA P. GARCIA SY, Ph.D.
 Science



AGNES R. BERNARDO, Ph.D.
 Special Events/Materials/Design/Arts



FRANCISCO B. MACALE
 Mathematics

LEARNING RESOURCE MANAGEMENT



RAINELDA M. BLANCO, Ph.D.
 Education Program Supervisor



JOANNARIE V. GARCIA
 Librarian II



GLENDA R. CONSTANTINO
 Project Development Officer

ALTERNATIVE LEARNING SYSTEM



OLIVIA G. TORRES, Ph.D.
 Education Program Supervisor



CHERRY GRACE A. DEL ROSARIO
 Education Program Specialist II



JULIE ANN C. CRUZ
 Education Program Specialist II



ARMANDO M. NABONG
 Education Program Specialist II



BENEDICTO B. JIMENEZ
 Education Program Specialist II



CECILE E. CRUZ
 Education Program Specialist II

DISTRICT INSTRUCTIONAL SUPERVISION

EDUCATIONAL DISTRICT I



PRISCILLA SM. NAVARRO, Ed.D.
 Bulacan



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 Calumpit North



FALL J. CASDELARIA
 Calumpit North



KERI MHA S. BORJEGA
 Paopao West



CARLITO G. DELA CRUZ, Ed.D.
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MARQUIZE E. CARIFI
 OTC/Handicraft



ANA LIZA F. VILLANUEVA, Ph.D.
 Pateros

EDUCATIONAL DISTRICT II



RENE L. CRUZ
 Balagtas



ARCELI T. RALLETA
 Balagtas North



GILBERT M. ACAPITO
 Guiguanan



MA. NERIZA F. FANUNCIO, Ed.D.
 Marikina



RAQUIEL D. SALAZAR
 Marikina



RENE E. ELIZALDE, Ed.D.
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TERESITA H. ALQUIZA
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ESPERANZA E. PEREZ, Ed.D.
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BARTOLOME C. DE JESUS
 Peralta

EDUCATIONAL DISTRICT III



ANGELIYA C. BALTAZAR
 Angat



WILLIAM C. ORTEGA
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MA. NINA P. AYENDANO, Ed.D.
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LORETINA G. HERRERA, Ed.D.
 San Mateo South



PRISCILLA P. ESCUPIPEZ, Ed.D.
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NORA C. MANALO, Ed.D.
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GUILLEMO I. FLORES, Ed.D.
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EUFANIA E. DE LEON
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KERI MHA S. BORJEGA
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EDUCATIONAL DISTRICT IV



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JONAR C. DAVID, Ed.D.
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MAXIMO C. HERRERA, Ed.D.
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MARIOU V. CRUZ
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LEONORA V. BERGADO, Ed.D.
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SCHOOLS DIVISION OFFICE OF BULACAN
 OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT


ALTERNATIVE LEARNING SYSTEM




OLIVIA G. TORRES, Ph.D.
 Education Program Supervisor I




CECILLE E. CRUZ
 Education Program Specialist II




CHERRY GRACE A. DEL ROSARIO
 Education Program Specialist II



JULIE ANN C. CRUZ
 Education Program Specialist II



ARMANDO M. NABONG
 Education Program Specialist II



BENEDICTO B. JIMENEZ
 Education Program Specialist II





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CID OFFICE FUNCTIONS

Office Functions – Ver.2

Name of Office/ Division: **Curriculum Implementation Division**
 Strand/Governance level: **Schools Division Office**

Statement of Purpose	
Schools and Learning Centers continuously improve the management of curriculum implementation.	
Outcomes	Outcomes Indicators
<ul style="list-style-type: none"> Schools and learning centers are able to implement curriculum effectively. 	
<ul style="list-style-type: none"> Schools and Learning Centers are able to continuously improve management and instruction for the attainment of desired learning outcomes 	

Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
Instructional Management	To manage the implementation of Basic Education Curriculum and Special Curriculum Programs	Percentage of schools implementing K to 12 Curriculum in compliance to standards	M&E Systems and Tools Accomplishment Reports QMS	
		Percentage of schools implementing Special and Co-curricular Programs in compliance to standards	M&E report	
	To provide Technical Assistance (TA) to schools and Learning Centers in classroom management skills,	Percentage of schools and Learning Centers provided with TA in classroom management skills, instructional	TA Plan TA Contract TA Accomplishment Report Supervisory Plan and Report	

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Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	instructional competence, and action research	competence, and action research	Approved Action Researches	
	To capacitate School Heads and teachers in the implementation of K to 12 Curriculum and Special Curricular Programs	Number of School Heads trained	Job-Embedded Learning (JEL) Contract	
		Number of Teachers trained	Individual Plan for Professional Development (IPPD)	
			School Plan for Professional Development (SPPD)	
			Master Plan for Professional Development (MPPD)	
			Coaching and Mentoring Plan	
Assessment of Learning	Guide the schools and Learning Centers in the effective management of learning assessment for better learning outcomes	Number of School Heads who monitored the effective management of assessment in the classroom	Classroom observation	
			Assessment outputs	
	Provide technical assistance to schools and Learning Centers in analyzing assessment results for possible interventions	Number of Schools that have implemented interventions to address low performance of learners	Schools Program Design for implementation of intervention/s	
Accomplishment report				





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Key Results Areas	Objectives	Key Performance Indicators	Outputs	Outputs Indicators
	Lead in the formulation of assessment tools to diagnose learners and their achievement in the different learning areas	Number of schools that have utilized the assessment tools	Diagnostic and achievement test questionnaires in different learning areas	
			Test Results	
Learning Resources Materials Management and Development	To develop contextualized learning resources by learning area for schools and Learning Centers	Percentage of schools and Learning Centers who utilize the contextualized LRs developed by learning area	Big Books, Charts, IMs, etc.	
	To quality assure Learning Resources (LRs) for the use of schools and Learning Centers	Percentage of schools and Learning Centers with quality assured contextualized LRs	Quality Assured Big Books, Charts, etc.	
	To provide technical assistance to schools and Learning Centers in line with the development, production, storage, and distribution utilization of Learning Materials	Percentage of schools and LCs who produced school-based/ LC-based contextualized LRs and established a functional Learning Resource Center (LRC)	Division Learning Resource and Technical Assistance Plan	
			Assessment Tool	





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JOB DESCRIPTION SUMMARY

Job Description – Ver. 2

Job Description Summary

Bureau/Service	Schools Division Office	Division/ Unit	Curriculum Implementation Division
Office Key Result Area	1. Instructional Management 2. Assessment of Learning 3. Learning Resources Materials Management and Development		

JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Chief Education Supervisor (SG24)	<ul style="list-style-type: none"> To provide strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources. To direct and manage the work of the CID team that will help manage curriculum implementation in the schools division and provide technical assistance to the schools in line with the curriculum and learning management. 	<ul style="list-style-type: none"> Management of Curriculum Implementation Curriculum Development, Enrichment, and Localization Learning Delivery Learning Resource Learning Outcomes Assessment Special Curricular Programs and Support Activities Research Technical Assistance Unit Performance 	SDS/ASDS	All positions in CID
	Public School District	<ul style="list-style-type: none"> To provide schools and learning centers in a district with relevant and timely service through 	<ul style="list-style-type: none"> Instructional Supervision Technical Assistance in School Management 	Chief ES	

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JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Supervisor (SG22)	<ul style="list-style-type: none"> □ the conduct of instructional supervision □ provision of technical assistance in school management and curriculum implementation □ establishing a conducive physical environment for learners and school workers □ sustaining strong and harmonious partnerships and collaboration among stakeholders in order to improve access to and delivery of quality basic education. 	<ul style="list-style-type: none"> • Monitoring and Evaluation • Curriculum Development, Enrichment and Localization • Learning Outcomes Assessment • Research 		
	Education Program Supervisor (LRMDS Manager, QA Coord.) (SG22)	<ul style="list-style-type: none"> • To supervise the development, production and distribution of all types of learning resources (printed, digital, multi-media, etc.) for use in the schools division so as to increase access to varied quality learning resources by intended users (i.e. teaching and learning resources and professional development materials) • To improve delivery of the basic education curriculum. • To provide technical assistance to the schools in the set-up, management, operations and maintenance of their Learning Resource Centers. 	<ul style="list-style-type: none"> • Learning Resource • Utilization of LRMDS (TA on LR Management) 	Chief ES	





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JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	Education Program Supervisor (SG22)	<ul style="list-style-type: none"> To provide technical support in the full implementation of the articulated basic education curriculum for a subject area and the development of learning resource materials to suit the conditions and context of the locality. To provide technical assistance to the Schools in curriculum implementation, instructional supervision and learning materials development and quality assurance. (When part of LR Design and Development Team, may be assigned as Instructional Design and Development Coordinator) 	<ul style="list-style-type: none"> Management of Curriculum Implementation Curriculum Development, Enrichment, and Localization Learning Delivery Learning Resource Learning Outcomes Assessment Special Curricular Programs and Support Activities Research Technical Assistance 	Chief ES	
	Education Program Specialist II (Deployed for ALS) (SG16)	<ul style="list-style-type: none"> To provide basic education services to out-of-school children, youth and adults by assisting the PSDS in coordinating activities on ALS programs & projects; instructional supervision; monitoring & evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Managers, Facilitators) at the District level. 	<ul style="list-style-type: none"> Literacy Assessments Literacy Interventions 	PSDS	
	Project Development Officer II	<ul style="list-style-type: none"> To assist the LR supervisor in forming and supporting the various LR design and development teams, coordinating 	<ul style="list-style-type: none"> LRMDS User Support User Problems Solved 	Chief ES	





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JD Number	Position	Job Summary	Key Result Area	Reports to	Position Supervised
	(LRMDS) (SG15)	<p>schedules content developers (writers, illustrators, editors, QA reviewers) and target outputs and sourcing out the necessary support for the teams including providers for the needed competencies (e.g. writer, editor, illustrator, creative and lay out artist etc.)</p> <ul style="list-style-type: none"> To encode metadata and support content development activities as directed. To respond to individual users' queries and difficulties with the Web-based LRMDS, provide instructions and training, and diagnose and solve common problems. 	<ul style="list-style-type: none"> LRMDS Training and Updates System Maintenance and Tracking LR Teams LR Technical Competencies Technical Assistance 		
	Librarian II (LRMDS Administrator) (SG15)	<ul style="list-style-type: none"> To manage, maintain, and monitor uploaded and catalogue of materials in the LRMDS portal and maintain the schools division library To provide technical assistance to the library hubs and Learning Resource Centers as well as monitor the effectiveness in the delivery of their services 	<ul style="list-style-type: none"> Access to Learning Resource SDO Library Library Hubs (to be integrated with the LR Center and regional libraries) Technical Assistance 		
	Administrative Aide VI (SG6)	To assist the management and staff and provide administrative support in the effective and efficient operation of the CID Division.	<ul style="list-style-type: none"> Plots/Schedules CLMD Activities Records Management Administrative Support Secretariat/Frontline 	Chief Education Supervisor	None





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III. Legal Bases and References

The following legal bases that govern the operations of the Schools Division Office of Bulacan are:

DepEd Order 009, s. 2021 known as Institutionalization of a Quality Management System in the Department of Education

D.O 83 S. 2012 known as IMPLEMENTING GUIDELINES ON THE REVISED SCHOOL-BASED MANAGEMENT (SBM) FRAMEWORK, ASSESSMENT PROCESS AND TOOL (APAT)

D.O. 32 s. 2011 known as Policies and Guidelines on Training and Development (T&D) Program and Activities

D.O. 40 s. 2014 known as Establishment, Merging, Conversion, and Naming/ Renaming of Public Schools, and Separation of Public School Annexes in Basic Education

Amendment to DepEd Order No. 16, s. 2017 known as Research Management Guidelines

D.O No. 39, s. 2016 known as Adoption of the Basic Education Research Agenda

D.O. 40, s. 2015 known as Guidelines on K to 12 Partnerships

DepEd Order No. 19 s. 2016 known as Guidelines on the Organizational Structures and Staffing Patterns of Stand- Alone and Integrated Public Senior High Schools (SHS)

DepEd Order No. 47 s. 2014 known as Constitution and By-Laws of the Supreme Pupil Government and Supreme Student Government in Elementary and Secondary Schools





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DepEd Order No. 11 s. 2016 known as Additional Guidelines to DepEd Order No. 47, s. 2014, *Constitution and By-Laws of the Supreme Pupil Government (SPG) and Supreme Student Government (SSG) in Elementary and Secondary Schools*

D.O. No. 35, s. 2017 known as Revised Guidelines on the Implementation of the Basic Educational Facilities Fund

D.O. 42, s. 2017 known as National Adaptation and Implementation of the Philippines Professional Standards for Teachers

D.O. 17, s. 2017 known as Guidelines on the Provision of Science and Mathematics Equipment for Grades 4–6 Pupils in Public Elementary Schools and Grades 11–12 Students in Public Senior High Schools

D.O. 37, s. 2017 known as Department of Education Drug-Free Workplace Policy

D.O. 54, s. 2015 known as Amendment to DepEd order No. 55, 2003 (Increase of Payment of Loyalty Cash Gift)

D.O. 11, s. 1990 known as Implementing Guidelines on the Incentives and Rewards System under R.A. 1989, of the Civil Service Commission

D.O. 78, s. 2007 known as Strengthening the Program on Awards and Incentives for Services Excellence (PRAISE) of the Department of Education

D.O. 52, s. 2015 known as New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education

D.O. 39, s. 2017 known as Operational Guidelines on the Implementation of School-Based Feeding Program for School Years 2017-2022

D.O. 88, s. 2010 known as Revised Manual of Regulations for Private Schools in Basic Education

D.O. 12, s. 1997 known as Amendments to DECS Order No. 21, S. 1993, No. 21-A, S. 1993 and No. 20, S. 1994





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D.O. 13, s. 2005 known as 2005 BED- Based Summer Classes

D.O. 10, s. 2018 known as Guidelines on the Issuance of Special Orders for the Approval of the Eligibility for Graduation from Senior High School of Grade 12 Learners Enrolled in Vocational Institutions for School Year 2017-2

DepEd Order No. 51 s. 2015 known as Guidelines on the Implementation of the SHS Program in Existing Public JHSS and ISS, Establishment of Stand-alone Public SHSS, and Conversion of Existing Public Elementary and JHSS into Stand-Alone SHSS

D.O. 21 s. 2015 known as Disaster Risk Reduction and Management Coordination and Information Management Protocol

D.O. 43, s. 2012 known as Guidelines on the Implementation of Executive Order No. 66 (Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices Due to Typhoons, Flooding, Other Weather Disturbances, and Calamities)

D.O. 23, s. 2015 known as Student-LED School Watching and Hazard Mapping

Executive Order 733 known as Linking Formal and Non-Formal Education and Training Systems through an Expanded Accreditation and Equivalency Program

DepEd Order No. 14, s. 2014 – Hiring Guidelines for Teacher I Position Effective School Year (SY) 2014-2015

DM No. 164, s. 2017 - Accreditation and Equivalency (A&E) Test Registration and Administration

DM Order No. 163, s. 2017 – Administration of the Test of English Proficiency for Teacher (TEPT) and the Process Skills Test (PST) in Science and Mathematics

DepEd Order No. 50, s. 2010 – Strengthening Special Education Program at the Basic Education Level

RA 7079 – An Act providing for the Development and Promotion of Campus Journalism and for other purposes





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DM 149, s. 2015 – 2016 National Schools Press Conference (NSPC)

DM 119, s. 2017 - 6th ASEAN Scout Jamboree

DepEd Memo No. 223, s. 2016 – Strengthening the Implementation of the Gulayan sa Paaralan Program in Public Elementary and Secondary Nationwide

DepEd Order No. 5, 2014 – Implementing Guidelines of the Integration of Gulayan sa Paaralan, Solid Waste Management and Tree Planting Under the National Greening Program (NGP)

DM 46, s. 2017 – Framework for the Pilot Implementation of the Alternative Learning System- Education and Skills Training

RM 69 s, 2017 – The School-based Management Assessment Tool with Contextualized MOVs and Artcrafts for Validation

DO 83 s, 2012 – Implementing Guidelines on the Revised School-based Management (SBM) Framework, Assessment Process and Tool (APAT)

DM 157, s 2016 - Changes in DepEd Memorandum No. 137, s. 2016

RM No, 57, s. 2018 - 2ND Regional School Based Management (SBM) Consultative Conference for SY 2018

RA 10121, s. 2010 - An Act Strengthening the Philippine Disaster Risk Reduction and Management System, providing for the National Disaster Risk Reduction and Management Framework and Institutionalizing the National Disaster Risk Reduction and Management Plan, Appropriating Funds therefor and for other purposes.





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IV. Definitions & References

The following are common terms and definitions used with Quality Management System are applicable to activities SDO-Bulacan and referred to in this Manual.

Audit – A systemic, independent, and documented process for obtaining evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled

Audit Summary Report – A report prepared by the Internal Quality Audit (IQA) team which contains the outcome of an audit

Competence – Ability to apply knowledge and skills to achieve intended results.

Compliance Obligations – Legal requirements that an organization has to comply with and other requirements that an organization has to or chooses to comply with.

Correction Action – Action is eliminate the cause of a nonconformity and to prevent recurrence.

Continual Improvement – Recurring activity to enhance performance.

Continuous Improvement – A value and a practice of continually assessing, analysing, and acting on the improvement of key processes focusing on both the clients' needs and the desired performance

Controlled Document – A digital or hard-copy document which is required by a standards organization to be managed within a tightly controlled process that maintains the integrity of the document's content through revisions





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Client - A person, group of people, or organization who is recipient of the services or seek the service of the government

Client Satisfaction – A client or stakeholder’s perception of whether an organization has met their requirements

DepEd QMS Manual – A manual that articulates DepEd’s profile, its management, core, support and outsourced processes, the list of stakeholders and partners, and its commitment to provide quality basic education services

DepEd Procedures and Work Institutions Manual (PAWIM) – A document that provides the procedures on the conduct of QMS in DepEd

DepEd Process Map – A map that details the intended clients, outcomes and four (4) major processes of DepEd- Management, Core, Support, and Outsources processes

Documented Information – Information which is required to be controlled and maintained by an organization and the medium on which it is controlled.

External Certification Audit - An audit of the QMS to verify –conformance against ISO 9001 standards as part of the process of ISO Certification conducted every three (3) years by a third-party certifying body

Interested Party – Person or organization that can affect, be affected by, or perceive to be affected by a decision or activity.

Internal Control – An integral process that is affected by an agency’s management and personnel, and is designed to address risk and provide reasonable assurance that in pursuit of the agency’s mission, the general objectives are being achieved

Internal Quality Audit (IQAT) – An audit of the QMS against ISO 9001 standards conducted by the DepEd IQA team as part of the process of ISO Certification





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ISO 9001 Standards – The international standards for QMS that an organization must follow, which are used by organizational to demonstrate their ability to consistently provide products and services that meet customer (referral to as “Client” in the public sector) and regulatory continuous improvement

Life Cycle – Consecutive and interlinked stages of a product (or service) system, from raw material acquisition or generation from natural resources to final disposal.

Management Review – A meeting conducted by the top management for evaluating the performance and effectiveness of the QMS, wherein audit result, identified targets, and other QMS-related matters are discussed to ensure that the QMS remains suitable, adequate, and effective

Monitoring – Determining the status of a system, a process or an activity.

National Quality Management System (NQMS) – A system wherein the QMS of DepEd offices and schools are established, implemented and aligned in accordance with standards in these guidelines aimed at integrating DepEd’s internal processes within and across governance levels to ensure consistency in the delivery of quality services to achieve client satisfaction

Nonconformity – Non-fulfilment of a requirement.

Outsource – Make an arrangement where an external organizations performs part of the organization’s function or process.

Operation Manual – Details the standard operating procedures of an office

Performance – Measurable result.

Process – A set of related and interacting activities that utilizes resources to transform inputs into outputs. A process must have defined and measurable objectives, inputs, output activities, and resources

Process Holder – Office, unit, or personnel assigned by the top management to have responsibility for each process





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Procedure - A uniform method that outlines how to perform a process, particularly the requirements needed, how to execute the process, what needs to be accomplished, the actors, and inputs and outputs

Quality – The degree to which service delivery fulfils the agency and client requirements

Quality Management System (QMS) – A formalized system that documents processes, procedures, and responsibilities for achieving quality policies and objectives in order for an organization to meet client and regulatory requirements and improve its effectiveness and efficiency through continuous improvement

Quality Policy – Intentions and direction of an organization related to management performance as formally expressed by its top management.

QMS Planning Documents – A set of documents updated annually which contain the context, risks, opportunities, and quality objectives

QMS Policy Statement (QPS) – The articulation of DepEd’s commitment to implement the National QMS in accordance with the agency’s mandate, Vision, Mission, and Core Values

Quality Objective – Objective set by organization consistent with its quality policy.

Requirement – Need or expectation that is stated, generally implied or obligatory.

Risks and Opportunities – Potential adverse effects (threats) and potential beneficial effects (opportunities).

Relevant Interested Parties (RIPs) - Internal and external clients or stakeholders that can affected by, or perceive itself to be affected by a policy or program of DepEd (e.g. DepEd personnel, external partners)





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Request for Action (RFA) – A form used by the IQA team or any DepEd personnel to record and/or report any detected or potential nonconformity/ies with set standards (e.g. ISO 9001, declared process)

Risk – The effect of uncertainty on an expected result or problems that may or may not occur on the delivery of services

Risk based Thinking – A systemic approach that involves a coordinated set of activities and methods that organizations use to manage and control the many risks that affect its ability to achieve its objectives

Surveillance Audit – An audit conducted by a third-party certifying body (must be the same as the one that conducted the External Certification Audit) to check and verify that DepEd continues to adhere to the QMS and ISO requirements after ISO Certification

Third-Party Certifying Body – An external and independent organization, accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI), which performs an audit to verify the agency's conformance to ISO 9001 standards

Top Management – Person or group of people who directs and controls an organization at the highest level. Top management has the power to delegate authority and provide resources within the organization.





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V. Quality Control Plans





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VI. Forms and Templates

