



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

April 11, 2023

DIVISION MEMORANDUM
 No. 138, s. 2023

DUTIES AND FUNCTIONS OF THE ASST. SCHOOLS DIVISION SUPERINTENDENT

TO: Asst. Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 All SDO Personnel
 All School Heads (Elementary and Secondary)
 All Teaching and Non-Teaching Personnel (Elementary & Secondary)
 All Others Concerned

1. This Office hereby defines the duties and responsibilities of the Assistant Schools Division Superintendent, to wit:

KEY RESULT AREAS	Duties and Responsibilities
Strategic Management and Operations	Executes and implements policies, research agenda, DEDP, and other directions set by the SDS for the entire schools division
	Collaborate with the SDS in the implementation of programs and initiatives anchored on evidence-based planning with the CID and SGOD, to ensure quality and accessible education in schools and LCs
	Recommends policies based on data and other sources
Curriculum and Instruction Management	Assists in ensuring compliance to quality standards and managing programs for curricula implementation, localization of curricula, and teaching through the CID
	Assists in the evaluation of applications for new schools, separation of annexes and extensions, integration of schools, permit to operate and recognition of private schools and SHS offerings
	Assists in promoting accreditation/equivalency standards
	Acts as Chairman of the Division Review and Appraisal Committee (DRAC)
	Assists the SDS in the conduct of periodic visit to public and private schools and LCs to check compliance with standards
	Acts as chairperson of the following:



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Human Resource Development and Management	<p>a. Division Human Resource Merit Promotion and Selection Board (HRMPSB)</p> <p>b. Performance Management Team (PMT)</p> <p>c. Program on Awards and Incentives for Service Excellence (PRAISE) Committee</p> <p>d. Other committees that may be organized</p>
	<p>Recommends approval of proposed training needs for all teaching and non-teaching staff within the schools division through the SGOD</p>
	<p>Reviews and evaluates the Performance of the Division Chiefs and the School Heads and monitors the implementation of INSETS and/or SIP (AIP)</p>
	<p>Acts as Recommending Authority on the approval of proposals of the Education Program Supervisors, S/Education Program Specialists (CID, SGOD), PSDS, Section and Units Heads upon review by committee concerned</p>
	<p>Assists in reviewing the implementation of INSETS and/or SIP (AIP)</p>
	<p>Formulates Staff Development Plan and Welfare Programs in coordination with the HRD</p>
	<p>Provides recommendations for additional training and development interventions for team members with leadership potentials, in coordination with the HRD</p>
	<p>Reviews and recommends administrative matters such as authority to and itinerary of travel (for personnel in the OSDS and School Heads and other documents as provided in DO 1, s 2023</p>
Resource Management	<p>Serves as chairperson of the Bids and Awards Committee (BAC)</p>
	<p>Monitors updating of the PMIS</p>
	<p>Assists in budget preparation and allocation and ensures proper use of funds and resources at the SDO, schools and LCs</p>
	<p>Monitors office and staff compliance to government rules and regulations on financial and administrative transactions such as but not limited to liquidation of cash advances, TEVs, annual submission of SALN, etc.</p>
Performance Management	<p>Reviews and aligns existing work assignments and processes with approved WFP to ensure that plans, objectives and targets are achieved</p>



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	Monitors and evaluates regularly office performance according to its KRAs and targets
	Initiates and proposes action plans to address issues and concerns; reviews existing processes, systems and procedures and recommends improvements to enhance efficiency and effectiveness of the office
Partnership and Linkages	Assists in spearheading partnership and linkages with the LGUs, NGOs and other agencies
	Represents the SDS in accepting grants, donations, bequests or other forms of assistance from various donors and benefactors of basic education
	Assists in coordinating with LGUs and NGOs including GOs on matters affecting the schools/ LCs and certain community development projects
	Helps the SDS in establishing linkages and networks with other LGUs for disaster risks reduction and emergency response purposes
Other assignment	Serves as chairperson of the Grievance Committee
	Represents the SDS by acting as chair in committees, as may be assigned
	Acts as Officer-in-Charge of the Office when the SDS is on Leave of Absence or Official Travel
	Attends meetings called for by other agencies for and on behalf of the SDS
	Performs other duties as may be assigned by the superior

2. For information and guidance.


BENEDICTA B. GAMATERO PhD, CESO V
 Schools Division Superintendent



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