



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



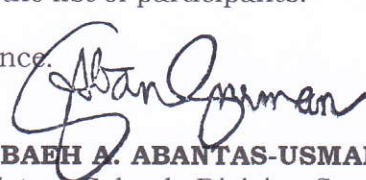
August 18, 2023

DIVISION MEMORANDUM
No. 274, s. 2023

**PROGRAM IMPLEMENTATION REVIEW AND REVISITING OFFICE FUNCTIONS
AND JOB DESCRIPTIONS: GEARING-UP TANGUB CITY DIVISION PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District In-Charge (PSDICs)
Elementary and Secondary School Heads
All Others Concerned
This Division

1. In consonance with EO 366, s. 2004 that focused on government efforts to improve the quality and efficiency of services delivery by eliminating **overlaps** and **duplications** of functions and in adherence to Memorandum DM-HROD-2023-0167 entitled "DepEd RO & SDO Office Functions Version 3", this Office will conduct Program Implementation Review (PIR) and will revisit the Office Functions (Ver.3) and Job Descriptions (Ver.2) of the SGOD, CID, & OSDS personnel at La Elena Pension House, Jimenez, Misamis Occidental on September 12-14, 2023.
2. This activity aims the following:
 - a. Revisit office functions (Ver. 3) and job descriptions (Ver. 2) of the Division personnel and capacitate them in making Implementation Plans;
 - b. Give employees with insights and directions as far as office functions and job descriptions are concerns; and
 - c. Review the program implementations and make necessary adjustments.
3. All participants are enjoined to bring their own laptop for the workshop.
4. Food, accommodation, and incidental expenses shall be charged against HRTD and LGU funds, subject to the usual accounting and auditing rules and procedures.
5. Attached sheet is the list of participants.
6. For strict compliance.


SHAMBAEH A. ABANTAS-USMAN, PhD, CESE
Assistant Schools Division Superintendent
OIC–Office of the Schools Division Superintendent

SAAU/SGOD/sfh/8-18-23

ATCH.: As Stated

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

PROGRAM IMPLEMENTATION REVIEW OFFICE FUNCTIONS JOB DESCRIPTIONS



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