



# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



August 19, 2013

Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 8/20/13 Time: 9:30 AM

By: Arabelle

### DIVISION MEMORANDUM

No. 219 s. 2013

#### SUBMISSION OF TRAVEL AUTHORITY FOR OFFICIAL TRAVEL DESTINATION OUTSIDE REGION X (NORTHERN MINDANAO)

TO : Promotional Staff  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section Heads  
All Others Concerned

1. Per Unnumbered Memorandum from the Regional Office *re List of Assignments* during the 11<sup>th</sup> Regional MANCOM Meeting held at Butuan City on July 9, 2013, this Office is hereby directed to come up with a system for "no rush" Travel Authority. Further cited not to entertain rush request if there is no more time to process it.
2. In adherence thereto, this Office hereby establishes a system for official travel destination outside Region X (Northern Mindanao) which aimed at giving the Division and Regional Offices sufficient time to process the request of Travel Authority.
  - 2.1. As an office policy, all request of Travel Authority for official travel destination outside Region X (Northern Mindanao) shall be submitted through proper channel to the Division Office for recommending approval of the Office of the Schools Division Superintendent at least five (5) working days before the actual date of travel.
  - 2.2. The request of Travel Authority duly recommended by the Schools Division Superintendent shall then be forwarded to the Office of the Regional Director for approval at least three (3) working days before the actual date of official travel.
3. For compliance.

  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Encl.:  
As stated

Copy furnished:  
Records Section

To be posted in the website



Republic of the Philippines  
Department of Education  
**REGION X-NORTHERN MINDANAO**

Gregorio A. Palacu, Jr. Memorial Sports Center  
Vallec Street, Cagayan de Oro City

Telephone No. 722681/Fax No. 8569632 Email: deped\_regionx@yahoo.com



August 8, 2013



**MEMORANDUM**

To : Schools Division Superintendents  
Asst. Schools Division Superintendents  
This Region

From :  ALLAN S. SARMIENTO, PH.D., CESO V  
OIC, Office of the Regional Director

Subject: List of Assignments

Date: August 8, 2013

1. Enclosed is the List of Assignments agreed during the 11<sup>th</sup> National MANCOM in Butuan City on July 9, 2013 for submission by Division Offices.
2. For consolidation by this Office, please be reminded that aside from hard copy of the reports, a soft copy is also required to be submitted through [deped\\_regionx@yahoo.com](mailto:deped_regionx@yahoo.com) on or before August 16, 2013.
3. For strict compliance.

LIST OF ASSIGNMENTS

11<sup>th</sup> ManCom Meeting held in Butuan City on July 8, 2013

No.	Division Offices	Remarks/Status
1.	Ask the school heads to use part of their MOOE budget (if possible) for fixing/painting the roofs of the school buildings to look dignified; no more writing of past slogans, e.g., Philippines 2008.	
2.	Number and list of LGU hired/paid ASDS, principals and financial staff (bookkeeper, accountant & cashier); excluding security guards.	
3.	List of officials and personnel holding two positions.	Not included in the agenda item r/o User Rivera
4.	Quarterly reports, beginning August 2013, of all on-going construction: completions, delayed biddings, non-compliant contractors with list of schools, DPWH contact persons, name of contractors, date of meetings and contact details.	
5.	Inventory of DepEd-owned teacher training facilities such as conference halls, dormitories, comfort rooms, etc. no longer friendly to teachers.	
6.	Comments/suggestions to the proposed revised guidelines on the establishment, integration, conversion and naming/re-naming of public secondary schools and separation of annexes in basic education.	The deadline for submission is July 30, 2013.
7.	Report on the schools' 100% compliance on the constituted/organized Child Protection Committee. <ul style="list-style-type: none"> <li>- Post in all schools the names &amp; contact numbers of committees to be contacted in case of emergencies.</li> </ul>	
8.	Submit accurate reports & review/audit data in schools on the cases of child abuse, sexual abuse & bullying. <ul style="list-style-type: none"> <li>- Some cases are not reported.</li> <li>- Instruct legal officers to refer back to school because it should be the school level who will first settle the case with the committee.</li> </ul>	
9.	<b>Come up with a system for "no rush" travel authority.</b> <ul style="list-style-type: none"> <li>- Do not entertain a rush request if there is no more time to process it.</li> <li>- Submit to Central Office in appropriate time.</li> </ul>	
10.	Instruct school heads to put the MOOE Transparency Board displaying liquidation, cash disbursement register and others, in school area accessible to the public but not near the school principal's office.	
11.	Formulate guidelines to dissolve other schools based on the maximum size of the campus, no. of enrollees and principals.	
12.	Number and list of schools prepared to offer senior high school.	
13.	Organize regional committee to plan the senior high schools in the regions using the template presented by Asst. Legarda.	
14.	Inventory of DepEd-owned Teacher Training Facilities such as conference halls, dormitories, comfort rooms, etc. no longer friendly to teachers.	

B	DevEd Central Office Bureau/Unit/Division
1.	<p>Publish regional news for national publication. This is in relation to the submitted interviews and video clip presentations of inspirational teachers in the field.</p> <ul style="list-style-type: none"> <li>a. Make good news rather than react to bad news</li> <li>b. This is a challenge to the Reg I. Information Officers to come up with one good news article outside of NCF to land in the national newspapers (at least once a month)</li> <li>c. Provide RO Bureaus with the video materials to be used for the NSFC</li> </ul>