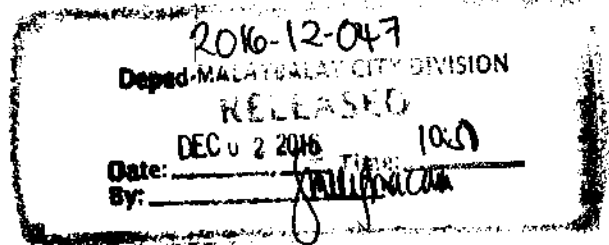




Republic of the Philippines  
Department of Education  
Region X  
DIVISION OF MALAYBALAY CITY  
Sayre Highway, Casisang, Malaybalay City  
Telefax # 088-314-0094



**DIVISION MEMORANDUM**  
No. 651, s. 2016

**TO:** Chief Education Supervisors & Staff, CID & SGOD  
Elementary and Secondary School Heads  
Section/Unit Heads and Staff  
All Teaching and Non-teaching Personnel  
This Division

**FROM:** EDILBERTO L. ORLENARIA, CESO VI  
OIC, Schools Division Superintendent

**Date:** December 1, 2016

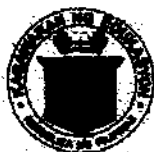
**Re:** Creation of a Special Concerns Unit, Office of the Secretary

1. This Office hereby disseminates the herein DepEd Memo No. 205, s. 2016 re: Creation of a Special Concerns Unit to assist the Office of the Secretary and Chief of Staff in handling special programs and projects assigned by the Secretary.
2. For information, guidance and dissemination.

**Encl:**  
As stated

**Copy furnished:**  
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AO File

**TO BE POSTED IN THE WEBSITE**



Republic of the Philippines  
**Department of Education**

28 NOV 2016

DepEd MEMORANDUM  
No. **205**, s. 2016

**CREATION OF A SPECIAL CONCERNS UNIT, OFFICE OF THE SECRETARY**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. In the exigency of the service, a **Special Concerns Unit** is hereby created to assist the Assistant Secretary and Chief of Staff in handling special programs and projects assigned by **Secretary Leonor Magtolis Briones** which are aligned with her vision and agenda, as well as, the policy directions of the President.

2. The Special Concerns Unit shall be headed by **Demetria L. Manuel, MNSA, Director III** of the Department of Education (DepEd), under the direct supervision of **Atty. Nepomuceno A. Malaluan, Assistant Secretary and Chief of Staff**. The technical and administrative support staff shall be detailed from available and existing personnel within DepEd, and augmented by two Contracts of Service personnel.

3. The Special Concerns Unit started operations on September 1, 2016 with the following functions:

- a. Provide assistance to the Office of the Assistant Secretary and Chief of Staff in handling special programs and projects as assigned by the Secretary;
- b. Provide budget for identified programs and projects for the Unit;
- c. Coordinate with various DepEd officials, staff and stakeholders for collaboration and other pertinent concerns for efficient implementation of the programs and projects;
- d. Conceptualize and develop detailed project plans, as well as monitoring and evaluation mechanism for the programs and projects;
- e. Implement, monitor and evaluate the programs and projects;
- f. Provide information and submit reports to the Assistant Secretary and Chief of Staff; and
- g. Organize meetings in relation to the programs and projects.

4. All necessary expenses relative to the functions of the Unit such as conferences, meetings, board and lodging, traveling expenses, payment of extra essential services and other incidental expenses are chargeable to OSec Funds, subject to the usual accounting and auditing rules and regulations.

5. The Unit is hereby authorized to call on any Unit or Office or person to ensure effective and efficient implementation of the programs and projects assigned by the Secretary.

6. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

N o n e

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

ASSIGNMENT  
OFFICIALS  
PROGRAMS  
PROJECTS  
UNITS

SMMA, DM Creation of a Special Concerns Unit  
0884 - November 28, 2016