



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4547

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



December 23, 2013

DepEd-MALAYBALAY CITY DIVISION

003
RELEASED


DIVISION MEMORANDUM

No. 363, s. 2013

Date: 1/2/14 Time: 10:36 AM
By: ait Anabelle

RECONSTITUTION AND ACTIVATION OF SCHOOLS DIVISION OFFICE SUB-CHANGE MANAGEMENT COMMITTEE, HELP DESKS MEMBERS, AND DATABASE TEAM

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

FROM : 
EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. Pursuant to the herein Item 8 of DepEd Order No. 53, s. 2013 *re: Approval and Implementation of the 2013 DepEd Rationalization Program (RP)*, this Office hereby reconstitutes and activates its field CMT to manage the implementation of RP in the Schools Division Office (SDO).
2. It is further reiterated that the Department of Budget and Management (DBM) already approved the DepEd's Rationalization Plan-Phase I on November 15, 2013. The DepEd is given a maximum of four (4) months from the date of approval for the implementation of a smooth transition of the organization and timely submission of the comparative matrix of existing positions and the rationalized staffing pattern as required by DBM.
3. Consistent to Item IV (Implementation Arrangements) of the DepEd RP Implementing Guidelines of DepEd Order No. 53, s. 2013, this Office hereby reconstitutes and activates its SDO Sub-CMT and Help Desks with the following composition and responsibilities:

3.1. SDO Sub-CMT

Composition

Edilberto L. Oplenaria
Schools Division Superintendent

Pariso L. Orong
Secondary School Principal IV, BNHS

Novem A. Sescon
HRMO I/Administrative Officer II



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4591

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



Jasmin J. Adriatico

Education Program Supervisor

Lorenzo O. Capacio, Ed.D.

Public Schools District Supervisor

Jutchel L. Nayra, DPA

Administrative Officer V

Responsibilities:

- Support management in the implementation of the RP, which includes the communication of appropriate information; monitoring the application of the policies and guidelines; participate in the mitigation/resolution of change management issues and personnel appeals, and participate in the presentation and discussion of placement recommendations;
- Provide the DepEd Executive Committee (ExeCom) with feedback and recommendations that are necessary to resolve issues or improve the implementation processes;
- Ensure the proper application of the policies, guidelines and processes relevant to placement under the RSP; and,
- Develop and implement other employee assistance mechanisms based on the needs of the constituents and in collaboration with relevant government agencies and organizations.

3.2. SDO Help Desks Members and Database Team

Help Desk Members:

Jasmin J. Adriatico

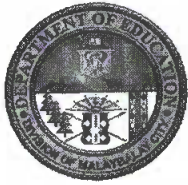
Education Program Supervisor

Jutchel L. Nayra, DPA

Administrative Officer V

Responsibilities:

- Assists the Schools Division Office CMT in helping employees understand the content and process of the RP implementation and respond to their concerns;
- Provide assistance to employees in relation to:
 - Clarifying information on EO 366 and RP guidelines
 - Clarifying required Qualification Standards (QS) per position
 - Computation for Retirement/Separation Benefits
 - Understanding the Option available for Affected personnel
 - Determining possibilities for placement
- In collaboration with the CMT Secretariat, assist in the placement of affected personnel who opted to continue government service outside DepEd



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4577

Email Address: depedmalaybalay@gmail.com Official website: www.depedmalaybalay.net



Database Team:

Lorenzo O. Capacio, Ed.D.
Public Schools District Supervisor

Novem A. Sescon
Administrative Officer II/HRMO I

Responsibilities:

- Tag actions on each item in the plantilla of positions;
- Update the baseline data;
- Compare comparative matrix; and,
- Perform other responsibilities as may be assigned from time to time.

4. For compliance.

Copy furnished:
Records Section

TO BE POSTED IN THE WEBSITE