

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

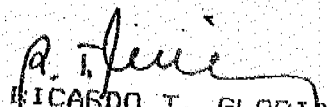
December 29, 1995

DECS O R D E R
No. 77, s. 1995

ESTABLISHMENT OF THE DECS WELFARE PROJECT
DEVELOPMENT GROUP (DECS-WPDG)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents

1. The Department of Education, Culture and Sports (DECS) has executed a Memorandum of Agreement with the Government Service Insurance System (GSIS) wherein both agencies have agreed to implement jointly and cooperatively a program known as DECS-GSIS Welfare and Benefits Program. Inclosed is a copy of the Memorandum of Agreement.
2. Aside from the present benefits extended by the GSIS to teachers and DECS employees, the program shall have the following components, namely: housing loan, motorcycle loan, educational benefits, health benefits, and other welfare and benefit programs. DECS and GSIS have further agreed to jointly set up a Project Development Group at the national and regional levels to facilitate program planning and implementation.
3. In line with the provisions of the aforesaid Memorandum of Agreement, the DECS Welfare Project Development Group (DECS-WPDG) is hereby established. It shall be managed by a committee at the national level, with the Chief of the Employees Welfare and Benefits Division as its Chairman, and Mr. Crisostomo F. Abanes, Senior Strategic Consultant and a representative from the GSIS head office as members. The Employees Welfare and Benefits Division shall serve as the Secretariat of the DECS-WPDG.
4. All regional directors are directed to organize immediately their regional DECS Welfare Project Development Group in coordination with the regional managers of the GSIS. The regional DECS-WPDG shall be managed by a committee of three (3) members, two (2) from DECS and one (1) from the GSIS. The chairman of the committee shall come from DECS.
5. All officials concerned are requested to submit immediately the list of committee members to the Employees Welfare and Benefits Division, DECS Central Office, Pasig City.
6. For immediate compliance.


RICARDO T. GLORIA
Secretary

Incl.:
As stated

Reference:
None

Allotment: 1-2--(M.O. 1-87)

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

COMMITTEES
EMPLOYEES
OFFICIALS
PROJECTS
TEACHERS

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and executed by and between:

The *DEPARTMENT OF EDUCATION, CULTURE AND SPORTS*, a government agency created and existing under the laws of the Republic of the Philippines as amended by Executive Order No. 94, with principal office at Meralco Avenue, Pasig City, herein represented by *RICARDO T. GLORIA*, in his capacity as *SECRETARY*, hereinafter referred to as "DECS";

- and -

The *GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)*, a government agency created and existing under the laws of the Republic of the Philippines with principal office at Pasay City, herein represented by *GEN. JOSE P. MAGNO (Ret.)*, in his capacity as Chairman of the Board of Directors, hereinafter referred to as "GSIS";

WITNESSETH

WHEREAS, DECS has under its employ a huge manpower complement who are generally low-salaried employees needing supplementary welfare benefits;

WHEREAS, the provision of additional welfare benefit program and other forms of assistance to its personnel is deemed imperative to complement their meager salaries;

WHEREAS, the teaching and non-teaching personnel of DECS represent the largest group in terms of membership in the GSIS;

WHEREAS, the GSIS has adequate resources to fulfill its mandate to provide better and more meaningful welfare and benefits programs for its members;

WHEREAS, GSIS has expressed willingness to help provide assistance in improving the social and economic standing of DECS employees;

NOW THEREFORE, for and in consideration of the foregoing premises and the mutual covenants, the parties herein agree and stipulate the following:

- 1.0 DECS and GSIS hereby agreed to jointly and cooperatively implement a program known as the DECS-GSIS Welfare and Benefits Program, hereinafter referred to as the "PROGRAM".
- 2.0 Aside from the present benefits extended by GSIS to its members, the PROGRAM shall have the following components:
 - 2.1 Housing Loan
 - 2.2 Motorcycle Loan
 - 2.3 Educational Benefits
 - 2.4 Health Benefits, and other benefits that will be identified later by the Project Development Group.
- 3.0 DECS and GSIS hereby further agree to jointly set up a Project Development Group at the national level to attend to the smooth implementation of the PROGRAM. A similar group shall be established at the regional level to facilitate program implementation.
- 4.0 Effectivity

This Agreement shall take effect immediately upon signing of this document.

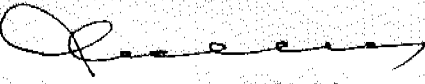
IN WITNESS WHEREOF, the PARTIES, hereunto affix their signature this 27th day of November, 1995 in the place hereto stated.


DEPARTMENT OF EDUCATION,
CULTURE AND SPORTS

GOVERNMENT SERVICE INSURANCE
SYSTEM


By:

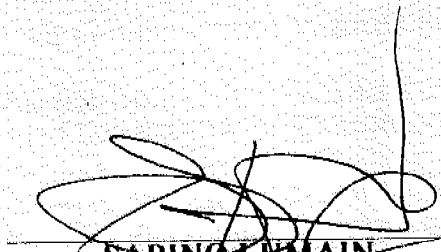
By:


RICARDO T. GLORIA
Secretary


GEN. JOSE P. MAGNO (Ret.)
Chairman, Board of Director

WITNESSES:


ALEJANDRO W. D. CLEMENTE
Undersecretary


SABINO LUMAN
Vice-President, Loan
Evaluation Office

Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Pasig City

December 29, 1995

DECS ORDER
No. 78, s. 1995

DECS RESOURCE MANAGEMENT PROGRAMS

To: Undersecretaries
Assistant Secretaries
Regional Directors
Bureau Directors
DECS HQ Units

1. **BACKGROUND.** The DECS Resource Management Programs (RMP) have been designed to develop and institutionalize the management goals and objectives underlying the DECS Institutional Reform Agenda, particularly the installation of required management and organizational enhancement measures necessary for strengthening our capability in managing resources.

In order to ensure the successful implementation of these programs, we have organized the DECS Resource Management Program Team to be assisted by technical experts from the U.P. Public Administration Research and Extension Services Foundation, Inc. (UPPAF).

2. **RATIONALE.** The need to upgrade and strengthen the Department's capability in resource management is increasingly felt in view of current efforts of top management officials in developing and implementing the DECS expansion and modernization programs for the coming years. These efforts are in line with the desire of senior management to make the country's educational system responsive to the needs of all sectors working towards the Philippines 2000.

The expansion program is intended to address the growing backlog in the provision of adequate school facilities for the increasing student population in the elementary and secondary education levels, while the modernization program seeks to upgrade the current educational services delivery system with the provision of modern technology and equipment, upgrading of teaching skills and instructional materials, and updating curriculum designs to meet the modern day requirements of our people.

3. **OBJECTIVES.** The overall objective of the DECS RMP is to enable education managers and supervisors to plan, organize and manage their respective resources within the acceptable parameters and boundaries set by management and comply with established management policies and implementing systems and procedures.

The specific objectives are as follows:

- a. To develop and install human resource management enhancement measures for purposes of ensuring that adequate opportunities are provided for training, career development and continuing education of all DECS employees;
- b. To design and establish alternative systems of resource generation and mobilization for the Department to develop additional resources apart from budgetary appropriations to support the financial requirements of expansion and modernization; and
- c. To develop and manualize management support systems enhancement measures for strengthening the financial management and administrative capability of the Department.

4. **PROGRAM COVERAGE.** The DECS RMP consist of three major programs with each program consisting of five projects, enumerated as follows:

- a. Human Resource Management Enhancement Program (HRMEP)
 - 1) National Education Training Systems Development - NETS
 - 2) Career Management Systems Development - CAMS
 - 3) RM Courses' Pilot Implementation - RMAC
 - 4) Model Information and Learning Resource Center Study - DCIC
 - 5) Departmental Culture & Internal Communications Enhancement- DCIC
- b. Physical and Fund Resources Management Enhancement Program (FERMEP)
 - 1) Real Estate Property Fund Management Systems
 - 2) Employee Housing Development
 - 3) Provident Fund Management
 - 4) Teachers Cooperative Fund
 - 5) Schools Enterprises Development
- c. Management Support Systems Enhancement Program (MSSEF)
 - 1) Plan and Budget Systems
 - 2) Personnel Transactions Processing Systems
 - 3) General Services and Procurement Systems
 - 4) Fund Disbursement and Accounting Systems
 - 5) Internal Audit Systems

5. **PROGRAM ORGANIZATION.** For purposes of facilitating the performance of program management functions and policy/project coordination, the following program organization is hereby established for managing DECS-RMP.

- a. Program Management Committee: responsible for the overall direction and supervision of the DECS Resource Management Programs, including the formulation of policies on program review, monitoring and evaluation as well as the review of milestones and final program outputs.
- b. Technical Review Committee: responsible for the conduct of a series of technical review sessions for the review and evaluation of all outputs of the project teams under each of the three programs, prior to its submission to, and approval by, the Program Management Committee; and the finalization of presentation materials for top DECS officials.
- c. The composition of the abovementioned committees shall be as follows:

PROGRAM MANAGEMENT COMMITTEE

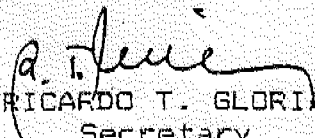
- | | | |
|------------------|---|--|
| Chairperson | - | Sec. Ricardo T. Gloria |
| Vice-Chairperson | - | Usec. Alejandro Wilfredo D. Clemente (Overall RMP Coordinator) |
| Members | - | Usec. Erlinda C. Pefianco |
| | - | Usec. Antonio Eduardo B. Nachura |
| | - | Prof. Jose P. Endriga
(Head RMP/HRMEP Advisor) |
| | - | Prof. Jose P. Tabbada (PFRMEP Advisor) |
| | - | Prof. Romeo B. Ocampo (MSSEP Advisor) |
| | - | Crisostomo F. Abanes |

TECHNICAL REVIEW COMMITTEE

- | | | |
|------------------|-------------------|--|
| Chairperson | - | Asec. Ramon C. Bacani
(Asst. RMP Coordinator) |
| Co-Chairperson | - | Asec. Marcial A. Salvatierra |
| Vice-Chairperson | - | Asec. Reno A. Capinpin |
| | - | Antonio N. Pangilinan (HRMEP Manager) |
| | - | Jimmy D. Cua (PFRMEP Manager) |
| Members: | - | Yolanda C. Velez (MSSEP Manager) |
| | - | UPPAF Project Directors |
| | - | DECS HRMEP Counterparts |
| | - | Fe Hidalgo |
| | - | Lourdes Macatangay |
| | - | Lilia Roces |
| | - | DECS PFRMEP Counterparts |
| | - | George Garma |
| | - | Lourdes de Vera |
| | - | DECS MSSEP Counterparts |
| | - | Josefina B. Nisperos |
| | - | Blanquita Bautista |
| | - | Minrado Batonghinog |
| | - | Maximo Aljibe |
| | - | Leovigildo Arellano |
| - | Deogracias Genito | |

6. All officers and employees of the Department are enjoined to support the implementation of the said programs and provide the necessary assistance to the project teams in the collection of information and other requirements.

7. For your information and guidance.


RICARDO T. GLORIA
Secretary

Reference:
None

Allotment: 1---(M.O. 1-87)

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

COMMITTEES
OFFICIALS
POLICY
PROGRAMS