



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morales Avenue
Pasig City, Philippines



file
**Sama-Sama
sa DECS**

Tanggapan ng Kalihim
Office of the Secretary

January 19, 2001

DECS ORDER
No. 4, s. 2001

**FURTHER REVISION ON THE DELEGATION OF AUTHORITY
TO THE REGIONAL DIRECTORS AND SCHOOLS
DIVISION SUPERINTENDENTS**

**To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned**

1. In line with the decentralization of personnel management functions, the authority of the Regional Directors and Schools Division Superintendents on certain personnel management functions are hereby further revised as follows:

a. The Regional Directors are hereby authorized:

1. To approve the appointments, promotions, reemployment, reappointment, renewal, reassignments, reinstatements, details and secondment of the following personnel:
 - ◆ Those in the regional office occupying Level I and II positions or for appointment to these positions;
 - ◆ Those assigned to organizational units and schools performing regional functions such as the Regional Science High Schools and the Regional Learning Materials Centers (RLMCs); and
 - ◆ Those occupying Principal III and IV positions or for appointment to these positions.
(See Annex 1 for listing of positions)
2. To approve requests for study, vacation, sick, maternity, paternity, special leaves, and terminal leaves of the abovementioned personnel with or without pay;
3. To approve resignations and dropping from the rolls of the abovementioned personnel; and

4. To process requests for reclassification, upgrading and conversion of positions and other related matters in the region and the concerned division offices.

b. **The Schools Division Superintendents are hereby authorized:**

1. To approve appointments, promotions, transfers, reemployment, reappointment, reinstatements, renewal, reassignments, details, and secondment of teachers and personnel of the schools division occupying Levels I and II positions or for appointment to these positions, except Principals III and IV. (See Annex 2 for listing of positions).

As a temporary procedure prior to full delegation, for appointments to positions exercising management and supervisory functions, the Superintendent shall submit a short list of applicants/candidates to a vacant position and the name of the proposed appointee to the Regional Director for review before an appointment is issued. The short list shall be prepared in accordance with the selection procedure contained in DECS Orders Nos. 8 and 54, s. 1993 and CSC rules and regulations. All documentary requirements such as CSC Form 212, service records, transcript of records, etc., of the applicants/candidates included in the short list shall also be submitted.

The Regional Director shall review the proposed appointments within fifteen (15) days from receipt. If the Regional Director provides no feedback within this period, the Superintendent shall proceed with the appointments.

If the Regional Director finds the proposed appointments of the Superintendent in order, the latter shall then cause the preparation of the appointment for his/her signature and submit such to the CSC Field Office. Any adverse feedback concerning a proposed appointee should be discussed with the Superintendent and a decision agreed upon within fifteen (15) days.

2. To approve requests for study, vacation, sick, maternity, paternity, special leaves, forced leaves/mandatory, terminal leaves of above personnel, with or without pay; and
3. To approve resignations and dropping from the rolls of the abovementioned personnel.

2. The Secretary, in the exercise of his/her power of control and supervision of the Department, shall review, revise or set aside any such action/recommendation by the Regional Directors and Schools Division Superintendents whenever necessary.

3. Any provisions of DECS Order No. 50, s. 1999 and other existing DECS issuances inconsistent with this DECS Order are deemed superseded.

4. This Order shall take effect immediately.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

References:

DECS Orders: (Nos. 50, s. 1999; 8 and 54, s. 1993)

Allotment: 1—(D.O. 50-97)

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

**AUTHORITY
CHANGE
OFFICIALS**

Regional Office

Position Title	Level I	Level II
<u>Office of the Regional Director</u>		
Medical Officer V		SG - 22
Dentist III		19
Senior Education Program Specialist		19
Education Program Specialist II		15
Education Program Specialist I		12
Human Resource Management Officer III		18
Nutritionist-Dietitian II		14
Nutritionist-Dietitian I		10
Statistician I		11
Teaching Aids Specialist		11
Librarian I		10
Dormitory Manager I		9
Secretary II	9	
Artist Illustrator II	8	
Audio-Visual Aids Technician II	8	
Data Entry Machine Operator II	8	
Illustrator II	5	
Clerk II	4	
Clerk I	3	
Construction and Maintenance Man	2	
Reproduction Machine Operator I	2	
Utility Worker I	1	

Elementary Education Division

Chief Education Supervisor		24
Education Supervisor III		22
Education Supervisor II		20
Special Education Teacher III		15

Position Title	Level I	Level II
Special Education Teacher II		SG - 14
Special Education Teacher I		13
Clerk III	6	
Clerk II	4	
Clerk I	3	

Secondary Education Division

Chief Education Supervisor		24
Education Supervisor III		22
Education Supervisor II		20
Education Program Specialist II		16
Clerk III	6	
Clerk II	4	
Clerk I	3	

Non-Formal Education Division

Chief Education Supervisor		24
Education Supervisor III		22
Education Supervisor II		20
Clerk III	6	
Clerk II	4	
Clerk I	3	

Physical Education and Schools Sports

Chief Education Supervisor		24
Education Supervisor III		22
Education Supervisor II		20
Clerk III	6	
Clerk II	4	
Clerk I	3	

Position Title	Level I	Level II
<u>Administrative Division</u>		
Administrative Officer V		SG - 24
Administrative Officer I		11
Legal Officer III		20
Legal Officer II		17
Legal Officer I		14
Legal Aide		5
Records Officer III		18
Records Officer I		10
Supply Officer III		18
Cashier III		18
Cashier II		14
Cashier I		10
Human Resource Management Officer III		18
Human Resource Management Officer I		11
Human Resource Management Assistant	8	
Human Resource Management Aide	4	
Teacher Credentials Evaluator II		15
Teacher Credentials Evaluator I		13
Supply Officer I		10
Communications Equipment Operator II	6	
Disbursing Officer I	6	
Security Guard II	5	
Cash Clerk I	4	
Driver II	4	
Driver I	3	
Clerk III	6	
Clerk II	4	
Clerk I	3	
Security Guard I	3	
Messenger	2	
Utility Worker I	1	

Position Title	Level I	Level II
<u>Budget and Finance Division</u>		
Financial and Management Officer		SG - 24
Accountant III		18
Accountant II		15
Budget Officer III		18
Budget Officer II		15
Budget Officer I		11
Senior Bookkeeper	9	
Bookkeeper	8	
Budgeting Assistant	8	
Budgeting Aide	4	
Bookkeeper	8	
Data Entry Machine Operator II	8	
Accounting Clerk II	6	
Accounting Clerk I	4	
<u>Regional Science High School</u>		
Principal IV		SG - 21
Principal III		20
Principal II		19
Guidance Counselor III		12
School Librarian		12
Administrative Officer II		15
Supply Officer II		14
Accountant II		13
Cashier II		12
Laboratory Asst./Technician	10	
Nurse		14
Clerk IV	8	
Dormitory Manager		9
Security Guard I	3	
Driver I	3	
Equipment Maintenance Man	4	
Data Entry Machine Operator II	8	

Position Title	Level I	Level II
Utility Worker	SG - 3	
<u>Regional Learning Materials Center</u>		
Project Development Officer V		24
Instructional Designer		18
Writer-Editor		17
Comp. Typesetting Optr./Illustrator		14
Printing Machine Operator I	9	
<u>Elementary/Secondary/Vocational Schools</u>		
Elementary School Principal III*		SG - 20
Elementary School Principal IV*		21
Secondary School Principal III*		20
Secondary School Principal IV*		21
Vocational School Administrator*		22

Schools Division

Position Title	Level I	Level II
<u>Division Office</u>		
Education Supervisor I*		SG - 19
Public Schools District Supervisor*		19
Administrative Officer III*		18
Supply Officer II*		14
Accountant II*		15
Planning Officer II*		15
Human Resource Management Officer I*		11
Legal Officer *		18
Senior Bookkeeper	9	
Fiscal Clerk III	8	
Cashier II*		15
Records Officer II*		14
Statistician Aide	4	
Clerk II	4	
Data Entry Machine Operator I	7	
Security Guard I	3	
Driver I	3	
Messenger	2	
Utility Worker I	1	
Equipment Maintenance Man	4	
Liaison Officer	7	
Medical Officer IV*		20
Dentist II*		16
Public Health Nurse I*		12
Dental Aide	4	
Communications Equipment Optr. II	4	
House parent I	4	
Stenographer I	4	
Storekeeper I	4	
Clerk I	3	

* with management and supervisory functions

Position Title	Level I	Level II
<u>Elementary Schools</u>		
Elementary School Principal I*		SG - 18
Elementary School Principal II*		19
Head Teacher I*		13
Head Teacher II*		14
Head Teacher III*		15
Master Teacher I*		16
Master Teacher II*		17
Guidance Coordinator I*		13
Guidance Coordinator II*		14
Guidance Coordinator III*		15
Guidance Counselor I		10
Guidance Counselor II		11
Guidance Counselor III		12
Teacher I		10
Teacher II		11
Teacher III		12
Clerk I	3	
Security Guard	3	
Utility Worker I	1	
<u>Secondary Schools</u>		
Secondary School Principal I*		18
Secondary School Principal II*		19
Assistant Secondary School Principal III*		19
Assistant Secondary School Principal II*		18
Assistant Secondary School Principal I*		17

* with management and supervisory functions

Position Title	Level I	Level II
Head Teacher I*		SG - 13
Head Teacher II*		14
Head Teacher III*		15
Head Teacher IV*		16
Head Teacher V*		17
Head Teacher VI*		18
Master Teacher I*		16
Master Teacher II*		17
Teacher I		10
Teacher II		11
Teacher III		12
Administrative Officer II*		15
Medical Officer III*		18
Medical Officer I*		14
Dentist I*		13
Guidance Coordinator I*		13
Guidance Coordinator II*		14
Guidance Coordinator III*		15
Guidance Counselor I		10
Guidance Counselor II		11
Guidance Counselor III		12
School Librarian I		10
School Librarian II		11
School Librarian III		12
Accountant I*		11
Accounting Clerk III	8	
Accounting Clerk II	6	
Accounting Clerk I	4	
Cashier I*		11
Public Health Nurse I*		12
Supply Officer I*		10
Senior Bookkeeper	9	
Bookkeeper	8	

* with management and supervisory functions

Position Title	Level I	Level II
Disbursing Officer I	SG - 6	
Cash Clerk I	4	
Clerk III	6	
Clerk II	4	
Clerk I	3	
Heavy Equipment Operator I	3	
Security Guard I	3	
Security Guard II	5	
Driver I	3	
Audio-Visual Equipment Operator I	3	
Light Equipment Operator I	2	
Farm Worker I	2	
Watchman I	2	
Utility Foreman	6	
Utility Worker I	1	

Vocational Schools (Agricultural , Arts and Trades, Fisheries, Tech., Phil. Craftsman,)

Secondary School Principal I*	18
Head Teacher II*	14
Head Teacher III*	15
Head Teacher VI*	18
Master Teacher I*	16
Master Teacher II*	17
Administrative Officer II*	15
Instructor II	13
Instructor I	12
Guidance Counselor I	10
Guidance Counselor III	12
School Librarian I	10
School Librarian II	11
School Librarian III	12
Teacher I	10

* with management and supervisory functions

Position Title	Level I	Level II
Public Health Nurse I*		SG - 12
Supply Officer I*		10
Cashier I*		10
Crafts Education Demonstrator I		10
Senior Bookkeeper*	9	
Disbursing Officer I	6	
Disbursing Officer II*	8	
Bookkeeper	8	
Master Fisherman	5	
Master Fisherman I	5	
Clerk II	4	
Clerk I	3	
Security Guard I	3	
Security Guard II	5	
Mechanic I	4	
Driver I	3	
Carpenter I	3	
Farm Worker I	2	
Watchman I	2	
Utility Worker I	1	

* with management and supervisory functions