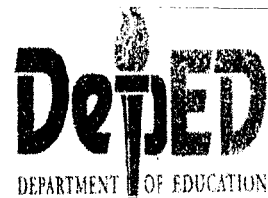


REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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NOV 17 2003

DepED ORDER
No. **81**, s. 2003

ADDENDUM TO DEPED ORDER NO. 80, S. 2003
(Guidelines on the Implementation of the Salary Upgrading for District
and Education Supervisors)

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

1. The Department of Education (DepED) and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2003, on the salary upgrading of District and Education Supervisors was signed in November 3, 2003 and issued as DepED Order No. 80, s. 2003.
2. In view of this, the recommendations of the Committee on the Role Delineations of the following supervisory positions (copy enclosed) is hereby added:
 - a. Chief Education Supervisor, Region
 - b. Education Supervisor III, Region
 - c. Education Supervisor II, Region
 - d. Education Supervisor I, Division
 - e. Public School District Supervisor
 - f. School Head
3. Immediate dissemination of and compliance with this Order is directed.

EDILBERTO C. DE JESUS
Secretary

Rhea/maricar/draft-Add. DO 80
11-13-03

Encl.: As stated
Reference: DepED Order: (No. 80, s. 2003)
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

/CHANGE

OFFICIALS

/POLICY

/SALARY

"Educating for a Strong Republic"

ROLE DELINEATION OF SUPERVISORY POSITIONS

PARAMETERS	Chief Education Supervisor (Region)	Education Supervisor III (Region)
Salary Grade Scope of Supervision	SG 24 Sub-sector assignment : Elem., Secondary and Nonformal	SG 22 Sub-sector assignment Elem., Secondary and Nonformal
Main Responsibility	- assist the RD or ARD in the following:	- assists the CES in the following:
1. Planning, Organizing, Networking - development plans - MIS - Reports - Research	1.1 lead in formulating regional education development plans based on needs of communities served 1.2 formulate policy recommendations and education standards for the region, based on MIS and research 1.3 lead in formulating research agenda and ensuring use of research results as a basis for improving service delivery and school outcomes 1.4 establish close coordination with other units in the region, division, LGUs and other offices 1.5 develop and manage the implementation of regional research studies, projects and programs. 1.6 lead in the preparation and dissemination of reports and publications	1.1 prepare regional education development plans and disseminate national plans/ programs 1.2 analyze data and information needed to formulate recommendations for regional policies and standards 1.3 supervise dissemination of research results and other education innovations 1.4 mobilize staff and resources for establishing and maintaining collaborations 1.5 Coordinate the conduct of research studies and special programs/projects 1.6 Prepare reports and other publications

PARAMETERS	Chief Education Supervisor (Region)	Education Supervisor III (Region)
<p>2. Curriculum Implementation and Evaluation</p> <ul style="list-style-type: none"> - program evaluation - Localization - textbooks - instructional materials - testing - INSET 	<p>2.1 provide direction in the implementation of the curriculum and evaluation of regional learning outcomes through measures such as:</p> <ul style="list-style-type: none"> > regional test > evaluation of textbooks and IM > curriculum localization <p>2.2 formulate recommendations for regional education standards</p> <p>2.3 direct the development and implementation of the monitoring and evaluation system for quality assurance</p> <p>2.4 lead in the formulation, implementation and evaluation of human resource development programs</p> <p>2.5 provide direction in the development of prototype curriculum guides and instructional materials</p>	<p>2.1 prepare guidelines and detailed plans related to curriculum implementation and evaluation of learning outcomes</p> <p>2.2 consolidate/review/endorse recommendations for setting regional education standards</p> <p>2.3 implement the monitoring and evaluation system for quality assurance</p> <p>2.4 coordinate the design and conduct of regional human resource development programs</p> <p>2.5 coordinate the development of learning materials, and dissemination to the endusers</p>

<p>3. Resources Mgmt</p> <ul style="list-style-type: none"> - physical facilities - budget - new schools - procurement 		<p>3.1 recommend priority programs for funding</p> <p>3.2 evaluate and endorse actions on proposals for opening of new schools or learning centers, separation of annexes, integration of schools, permit/recognition to operate.</p> <p>3.3 ensure efficient use of funds to achieve sub-sector objectives</p>	
<p>4. Human Resources Development & Mgmt</p> <ul style="list-style-type: none"> - hiring and firing - disciplining - staff development - performance evaluation 	<p>4.1 recommend staff complement for the sub-sector management</p> <p>4.2 provide general direction and guidance to unit heads and staff</p> <p>4.3 determine staff assignments and training needs</p> <p>4.4 evaluate staff performance and recommend disciplinary actions</p>	<p>4.1 assist in the recruitment of staff for the division</p> <p>4.3 supervise and evaluate performance of staff in the division</p> <p>4.3 recommend priority areas for staff training</p>	
<p>5. Special Tasks/Other Assignments</p> <p>(NOTE : These are examples of what can be assigned to anyone)</p>	<p>5.1 act as manager/coordinator for special projects/programs of the region, central office or other agencies</p> <p>5.2 Manage RELCs or RLMCs</p>	<p>5.1 act as chairperson for regional committees/ or coordinator for specific programs/project components</p>	

ROLE DELINEATION OF SUPERVISORY POSITIONS

PARAMETERS	Education Supervisor II (Region)	Education Supervisor I (Division)	Public Schools District Supervisor (Division/District)	School Head
Salary Grade	SG-20	SG-19	SG-19	SG-18 up to 21
Scope of Supervision	Subject area of specialization	SUBJECT area of specialization	SCHOOLS or Learning Centers in the District	Specific School(s) Learning Centers/NFE Service Providers
Main Responsibility	Assist the Chief or Assistant Chief Education Supervisor in the following:	Assist the SDS and/or ASDS in the following:	Assist schools in the following:	- Account for learning outcomes in the schools / centers viz-a-viz goals and targets
1. Planning, Organizing, Networking	1.1 disseminate national, regional, plans and special programs 1.2 develop and implement regional projects in the area of specialization 1.3 monitor and evaluate regional learning outcomes in the area of specialization 1.4 design and conduct research studies in coordination with the overall program of the region 1.5 disseminate research results and recommend actions on use of research results and analysis of MIS regional data 1.6 provide technical assistance in planning and research	1.1 develop, implement and monitor Division Education Development Plan (DEDP) in the area of specialization. 1.2 appraise and monitor the implementation of School Improvement Plans (SIPs) 1.3 conduct action research to improve teaching and learning in the subject area 1.4 disseminate research results and recommend use of results.	1.1 provide assistance in preparing School Improvement Plans (SIPs) and Learning Centers Improvement Plan (LCIPs). 1.2 analyze educ indicators 1.3 recommend mgmt action such as: >clustering of schools >integrating schools >opening of new elementary and secondary schools 1.4 consolidate/validate accuracy of data, reports submitted by schools for the Division MIS as delegated by the SDS 1.5 conduct action research in non-academic factors affecting learning achievements.	** As a visionary and network builder 1.1 develop and implement the School Improvement Plan (SIP) along with annual plans 1.2 maintain school EMIS and submit MIS reports to the Division Office 1.3 report learning outcomes to stakeholders 1.4 establish networks between the school/learning center and the community.

PARAMETERS	Education Supervisor II (Region)	Education Supervisor I (Division)	Public Schools District Supervisor (Division/District)	School Head
2. Curriculum Implementation and Evaluation - program evaluation - Localization - textbooks - instructional materials - testing - In-Service Training (INSET)	2.1 provide technical assistance to Division Supervisors in areas such as curriculum, instruction, INSET, evaluation of learning outcomes and research 2.2 organize and conduct regionwide In-Service Training (INSET) in the area of specialization. 2.3 develop prototype curriculum guides and instructional materials 2.4 document, evaluate and disseminate innovations and best practices 2.5 assess impact of school/school cluster based INSET 2.6 develop test materials for regionwide test 2.7 evaluate/recommend special programs/projects to improve teaching and learning process 2.8 monitor progress in learning outcomes across Divisions	2.1 visit schools for curriculum supervision 2.2 provide technical assistance to school heads on instructional leadership in the area of specialization 2.3 formulate and conduct INSET programs for schools/school clusters in the area of specialization 2.4 monitor usefulness of textbooks/modules and instructional materials in terms of the contents 2.5 adapt/reproduce curriculum guides and instructional materials for schools in the Division. 2.6 document best practices 2.7 introduce innovations 2.8 develop Division test materials 2.9 recommend priorities for supervision 2.10 monitor learning outcomes in the area of specialization	2.1 visit schools for curriculum supervision 2.2 provide technical assistance to school heads in matters of instructional supervision such as classroom observation techniques as well as mgmt of facilities, resource mobilization 2.3 assist in the conduct of INSET including serving as resource person, facilitator 2.4 monitor desks, textbook or module deliveries/allocations 2.5 monitor implementation of NFE programs	** As instructional leader 2.1 supervise curriculum delivery 2.2 implement innovations 2.3 introduce Alternative Delivery Schemes in the formal system 2.4 localize curriculum 2.5 evaluate learning achievement viz-a-viz the curriculum 2.6 ensure use of test results to improve teaching and learning 2.7 recommend changes in policies and curriculum standards

<p>3. Resources Mgmt</p> <ul style="list-style-type: none"> - physical facilities - budget - new schools - procurement 	<p>3.1 recommend priority programs for funding</p> <p>3.2 evaluate and endorse actions on proposals for opening of new schools or learning centers, separation of annexes, integration of schools, permit/recognition to operate.</p> <p>3.3 ensure efficient use of funds to achieve sub-sector objectives</p>	<p>3.1 prepare work and financial plans</p> <p>3.2 review/validate evaluations on proposals for opening of new schools, or learning centers, separation of annexes, integration of schools, permit/recognition to operate.</p> <p>3.3 monitor use of funds and recommend priorities according to sub-sector plans.</p>
<p>4. Human Resources Development & Mgmt</p> <ul style="list-style-type: none"> - hiring and firing - disciplining - staff development - performance evaluation 	<p>4.1 recommend staff complement for the sub-sector management</p> <p>4.2 provide general direction and guidance to unit heads and staff</p> <p>4.3 determine staff assignments and training needs</p> <p>4.4 evaluate staff performance and recommend disciplinary actions</p>	<p>4.1 assist in the recruitment of staff for the division</p> <p>4.3 supervise and evaluate performance of staff in the division</p> <p>4.3 recommend priority areas for staff training</p>
<p>5. Special Tasks/Other Assignments</p> <p>(NOTE : These are examples of what can be assigned to anyone)</p>	<p>5.1 act as manager/coordinator for special projects/programs of the region, central office or other agencies</p> <p>5.2 Manage RELCs or RLMCs</p>	<p>5.1 act as chairperson for regional committees/ or coordinator for specific programs/project components</p>

PARAMETERS	Chief Education Supervisor (Region)	Education Supervisor III (Region)
<p>2. Curriculum Implementation and Evaluation</p> <ul style="list-style-type: none"> - program evaluation - Localization - textbooks - instructional materials - testing - INSET 	<p>2.1 provide direction in the implementation of the curriculum and evaluation of regional learning outcomes through measures such as:</p> <ul style="list-style-type: none"> > regional test > evaluation of textbooks and IM > curriculum localization <p>2.2 formulate recommendations for regional education standards</p> <p>2.3 direct the development and implementation of the monitoring and evaluation system for quality assurance</p> <p>2.4 lead in the formulation, implementation and evaluation of human resource development programs</p> <p>2.5 provide direction in the development of prototype curriculum guides and instructional materials</p>	<p>2.1 prepare guidelines and detailed plans related to curriculum implementation and evaluation of learning outcomes</p> <p>2.2 consolidate/review/endorse recommendations for setting regional education standards</p> <p>2.3 implement the monitoring and evaluation system for quality assurance</p> <p>2.4 coordinate the design and conduct of regional human resource development programs</p> <p>2.5 coordinate the development of learning materials, and dissemination to the endusers</p>

ROLE DELINEATION OF SUPERVISORY POSITIONS

PARAMETERS	Chief Education Supervisor (Region)	Education Supervisor III (Region)
Salary Grade Scope of Supervision	SG 24 Sub-sector assignment : Elem., Secondary and Nonformal	SG 22 Sub-sector assignment Elem., Secondary and Nonformal
Main Responsibility	- assist the RD or ARD in the following:	- assists the CES in the following:
1. Planning, Organizing, Networking - development plans - MIS - Reports - Research	1.1 lead in formulating regional education development plans based on needs of communities served 1.2 formulate policy recommendations and education standards for the region, based on MIS and research 1.3 lead in formulating research agenda and ensuring use of research results as a basis for improving service delivery and school outcomes 1.4 establish close coordination with other units in the region, division, LGUs and other offices 1.5 develop and manage the implementation of regional research studies, projects and programs. 1.6 lead in the preparation and dissemination of reports and publications	1.1 prepare regional education development plans and disseminate national plans/ programs 1.2 analyze data and information needed to formulate recommendations for regional policies and standards 1.3 supervise dissemination of research results and other education innovations 1.4 mobilize staff and resources for establishing and maintaining collaborations 1.5 Coordinate the conduct of research studies and special programs/projects 1.6 Prepare reports and other publications

PARAMETERS	Chief Education Supervisor (Region)	Education Supervisor III (Region)
<p>2. Curriculum Implementation and Evaluation</p> <ul style="list-style-type: none"> - program evaluation - Localization - textbooks - instructional materials - testing - INSET 	<p>2.1 provide direction in the implementation of the curriculum and evaluation of regional learning outcomes through measures such as:</p> <ul style="list-style-type: none"> > regional test > evaluation of textbooks and IM > curriculum localization <p>2.2 formulate recommendations for regional education standards</p> <p>2.3 direct the development and implementation of the monitoring and evaluation system for quality assurance</p> <p>2.4 lead in the formulation, implementation and evaluation of human resource development programs</p> <p>2.5 provide direction in the development of prototype curriculum guides and instructional materials</p>	<p>2.1 prepare guidelines and detailed plans related to curriculum implementation and evaluation of learning outcomes</p> <p>2.2 consolidate/review/endorse recommendations for setting regional education standards</p> <p>2.3 implement the monitoring and evaluation system for quality assurance</p> <p>2.4 coordinate the design and conduct of regional human resource development programs</p> <p>2.5 coordinate the development of learning materials, and dissemination to the endusers</p>

	(Region)	(Region)
3. Resources Mgmt - physical facilities - budget - new schools - procurement	3.1 recommend priority programs for funding 3.2 evaluate and endorse actions on proposals for opening of new schools or learning centers, separation of annexes, integration of schools, permit/recognition to operate. 3.3 ensure efficient use of funds to achieve sub-sector objectives	3.1 prepare work and financial plans 3.2 review/validate evaluations on proposals for opening of new schools, or learning centers, separation of annexes, integration of schools, permit/recognition to operate. 3.3 monitor use of funds and recommend priorities according to sub-sector plans.
4. Human Resources Development & Mgmt - hiring and firing - disciplining - staff development - performance evaluation	4.1 recommend staff complement for the sub-sector management 4.2 provide general direction and guidance to unit heads and staff 4.3 determine staff assignments and training needs 4.4 evaluate staff performance and recommend disciplinary actions	4.1 assist in the recruitment of staff for the division 4.3 supervise and evaluate performance of staff in the division 4.3 recommend priority areas for staff training
5. Special Tasks/Other Assignments (NOTE : These are examples of what can be assigned to anyone)	5.1 act as manager/coordinator for special projects/programs of the region, central office or other agencies 5.2 Manage RELCs or RLMCs	5.1 act as chairperson for regional committees/ or coordinator for specific programs/project components

ROLE DELINEATION OF SUPERVISORY POSITIONS

PARAMETERS	Education Supervisor II (Region)	Education Supervisor I (Division)	Public Schools District Supervisor (Division/District)	School Head
<p>Salary Grade Scope of Supervision Main Responsibility</p>	<p>SG-20 Subject area of specialization Assist the Chief or Assistant Chief Education Supervisor in the following:</p>	<p>SG-19 SUBJECT area of specialization Assist the SDS and/or ASDS in the following:</p>	<p>SG-19 SCHOOLS or Learning Centers in the District Assist schools in the following:</p>	<p>SG-18 up to 21 Specific School(s) Learning Centers/NFE Service Providers - Account for learning outcomes in the schools / centers viz-a-viz goals and targets</p>
<p>1: Planning, Organizing, Networking - development plans - MIS - Reports - Research</p>	<p>1.1 disseminate national, regional, plans and special programs 1.2 develop and implement regional projects in the area of specialization 1.3 monitor and evaluate regional learning outcomes in the area of specialization 1.4 design and conduct research studies in coordination with the overall program of the region 1.5 disseminate research results and recommend actions on use of research results and analysis of MIS regional data 1.6 provide technical assistance in planning and research</p>	<p>1.1 develop, implement and monitor Division Education Development Plan (DEDP) in the area of specialization. 1.2 appraise and monitor the implementation of School Improvement Plans (SIPs) 1.3 conduct action research to improve teaching and learning in the subject area 1.4 disseminate research results and recommend use of results.</p>	<p>1.1 provide assistance in preparing School Improvement Plans (SIPs) and Learning Centers Improvement Plan (LCIPs). 1.2 analyze educ indicators 1.3 recommend mngt action such as: >clustering of schools >integrating schools >opening of new elementary and secondary schools 1.4 consolidate/validate accuracy of data, reports submitted by schools for the Division MIS as delegated by the SDS 1.5 conduct action research in non-academic factors affecting learning achievements.</p>	<p>** As a visionary and network builder 1.1 develop and implement the School Improvement Plan (SIP) along with annual plans 1.2 maintain school EMIS and submit MIS reports to the Division Office 1.3 report learning outcomes to stakeholders 1.4 establish networks between the school/learning center and the community.</p>

PARAMETERS	Education Supervisor II (Region)	Education Supervisor I (Division)	Public Schools District Supervisor (Division/District)	School Head
<p>2. Curriculum Implementation and Evaluation</p> <ul style="list-style-type: none"> - program evaluation - localization - textbooks - instructional materials - testing - In-Service Training (INSET) 	<p>2.1 provide technical assistance to Division Supervisors in areas such as curriculum, instruction, INSET, evaluation of learning outcomes and research</p> <p>2.2 organize and conduct regionwide In-Service Training (INSET) in the area of specialization.</p> <p>2.3 develop prototype curriculum guides and instructional materials</p> <p>2.4 document, evaluate and disseminate innovations and best practices</p> <p>2.5 assess impact of school/school cluster based INSET</p> <p>2.6 develop test materials for regionwide test</p> <p>2.7 evaluate/recommend special programs/projects to improve teaching and learning process</p> <p>2.8 monitor progress in learning outcomes across Divisions</p>	<p>2.1 visit schools for curriculum supervision</p> <p>2.2 provide technical assistance to school heads on instructional leadership in the area of specialization</p> <p>2.3 formulate and conduct INSET programs for school/schools clusters in the area of specialization</p> <p>2.4 monitor usefulness of textbooks/modules and instructional materials in terms of the contents</p> <p>2.5 adapt/reproduce curriculum guides and instructional materials for schools in the Division.</p> <p>2.6 document best practices</p> <p>2.7 introduce innovations</p> <p>2.8 develop Division test materials</p> <p>2.9 recommend priorities for supervision</p> <p>2.10 monitor learning outcomes in the area of specialization</p>	<p>2.1 visit schools for curriculum supervision</p> <p>2.2 provide technical assistance to school heads in matters of instructional supervision such as classroom observation techniques as well as mgmt of facilities, resource mobilization</p> <p>2.3 assist in the conduct of INSET including serving as resource person, facilitator</p> <p>2.4 monitor desks, textbook or module deliveries/allocations</p> <p>2.5 monitor implementation of NFE programs</p>	<p>** As instructional leader</p> <p>2.1 supervise curriculum delivery</p> <p>2.2 implement innovations</p> <p>2.3 introduce Alternative Delivery Schemes in the formal system</p> <p>2.4 localize curriculum</p> <p>2.5 evaluate learning achievement viz-a-viz the curriculum</p> <p>2.6 ensure use of test results to improve teaching and learning</p> <p>2.7 recommend changes in policies and curriculum standards</p>

PARAMETERS	Education Supervisor II (Region)	Education Supervisor I (Division)	Public Schools District Supervisor (Division/District)	School Head
3. Resources Mgmt - physical facilities - budget - new schools - procurement	3.1 evaluate proposals for opening of new schools		3.1 review proposals for new schools - public and private 3.2 collate priority list for SBP, desk and armchair 3.3 advocate with Local School Board for resource mobilization for schools	** As a fiscal manager 3.1 set priorities on use of funds 3.2 prepare budget proposals, reports 3.3 accept donations, gifts, bequests, and grants in accordance with existing laws 3.4 report sources and uses of funds 3.5 ensure quality standards for facilities given to the school 3.6 implement infrastructure & special projects for the school (eg. SBP, TEEP, PTCA) 3.7 coordinate with stakeholders on resource mobilization
4. Human Resources Development & Mgmt - hiring and firing - disciplining - staff development & welfare - performance evaluation	4.1 screen/nominate applicants for local and foreign scholarships and trainings 4.2 recommend areas for INSET and staff development 4.3 monitor utilization of staff trained	4.1 screen applicants for local and foreign scholarships and trainings 4.2 identify training needs using test results & other measures 4.3 monitor utilization of staff trained	4.1 monitor teacher deployment 4.2 evaluate performance of NFE District Coordinators as delegated by the SDS	** As a personnel manager 4.1 supervise personnel of school/ learning center 4.2 recommend staffing complement 4.3 screen and recommend school personnel applicants 4.4 evaluate performance of non teaching staff and teaching staff as delegated by the SDS 4.5 recommend to the Regional Office disciplinary actions for teaching staff 4.6 identify staff development needs and recommend candidates for training 4.7 conduct school based training
5. Special Tasks / Other Assignments (NOTE : These are examples of what can be assigned to anyone, as delegated by the Head of the SDS in the case of FSTI and S.S & School Head)	5.1 coordinate & evaluate projects in the region (FAPs and Local) 5.2 review/evaluate DEDPs	5.1 assist in implementing support programs for schools with LGUs, other GOs, NGOs 5.2 assist in the evaluation of districts/schools	5.1 serve as INSET trainer or facilitator 5.2 assist schools to develop capacity in self-management and in school-based decision-making as it relates to utilization and development of school resources 5.3 serve as subject area supervisor at DO 5.4 approve Forms 6 & 48 of school heads 5.5 consolidate & sign Form 7 of public schools within the district	5.1 report to the SDS critical concerns of the school 5.2 recommend approval of Forms 6 of teachers 5.3 approve Form 48 of teachers