



Republic of the Philippines
Department of Education



DEC 2 0 2011

DepEd ORDER
No. **99**, s. 2011

**MODIFIED QUALIFICATION STANDARDS (QS) FOR THE POSITION OF BAGUIO
TEACHERS CAMP SUPERINTENDENT**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The Civil Service Commission (CSC), under the CSC Resolution dated October 18, 2011 (copy enclosed), has approved the modification to the Qualification Standards (QS) for the position of Baguio Teacher's Camp Superintendent in the Department of Education (DepEd).
2. The modified QS for the said position shall take effect immediately.
3. The subsequent appointee to the said position should meet the newly approved QS, subject to the guidelines on selection and promotion of this position.
4. Immediate dissemination of and compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: None

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

CHANGE
PROMOTION

QUALIFICATION
SUPERINTENDENTS

R-MCR/OM-QS-Baguio Superintendent
November 22, 2011



LUISTRO, ARMIN A.

Re: Qualification Standards;
Baguio Teacher's Camp Superintendent
Department of Education

Number : 1101362

Promulgated : 17 OCT 2011

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RESOLUTION

Secretary Armin A. Luistro, Department of Education, requests amendment to the existing qualification standards for the position of Baguio Teacher's Camp Superintendent (SG-24) as follows:

| | | |
|-------------|---|--|
| Education | : | Master's degree relevant to the job |
| Experience | : | 4 years relevant experience involving management and supervision |
| Training | : | 24 hours of training in management and supervision |
| Eligibility | : | Career Service (Professional) Second level eligibility |

Specifically, it is requested that the existing experience requirement be amended. As reflected in the 1997 Revised Qualification Standards Manual, the minimum experience requirement is as follows:

"4 years relevant experience involving management and supervision, 1 year of which as Assistant Teacher's Camp Superintendent"

As represented, the duties and responsibilities of the position of Baguio Teacher's Camp Superintendent are the following:

1. *Attends to the planning, direction and coordination of operations and activities in the Baguio Teachers Camp.*
2. *Exercises managerial activity over all section chiefs through the office of the Assistant Superintendent.*
3. *Directs the implementation of policies of the department in the camp.*
4. *Develops physical plans, programs and thrusts, and recommends the same to the secretary of DepEd for approval.*
5. *Directs the formulation of guidelines, rules and regulations, office orders, memoranda and reports that pertain to internal camp operations.*
6. *Approves payment of disbursements, vouchers, payrolls, purchase orders, contracts and other transactions of the camp.*

Certified True Copy.

SEYMOUR R. PAJARES

Chief Personnel Specialist

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

7. Countersigns treasury checks covering payments of obligations of the camp chargeable against the general fund.
8. Countersigns checks covering payment of obligations of the camp chargeable against the revolving fund.
9. Directs the maintenance and utilization of seventy-four (74) buildings in the 23.7 hectares camp area.
10. Coordinates and maintains linkages with other government agencies in the city of Baguio, such as the Department of Energy and Natural Resources and the city government as mandated by LOI-1383 to effect an orderly physical planning of the camp, as well the adjoining government reservations to ensure the preservation of the said areas as one of the large remaining forested sites in Baguio City and to forestall further deterioration and harm on the ecological balance.
11. Prepares annual budget proposal for the operations and maintenance of the Baguio Teachers Camp.
12. Prepares quarterly report on program of works and makes annual report on accomplishment and progress of the Teachers Camp.
13. Prepares/signs correspondence on matters relating to the Teachers Camp.
14. Approves/certifies the correctness of financial statement of the camp for submission to the DBM, COA and other government agencies.
15. Do other duties that may be assigned by the Secretary of Education."

Section 22, Book V of Executive Order No. 292 reads as follows:

"SEC. 22. *Qualification Standards.* - (1) A qualification standard expresses the minimum requirements for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness, and other qualities required for successful performance.

X X X

"(2) The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission and in consultation with the Wage and Position Classification Office." (underscoring supplied)

Policy No. 2, Part I – General Policies of the Revised Policies on Qualification Standards , partly reads:

"Agencies are encouraged to set specific or higher standards for their positions. These standards shall be submitted to the Commission for approval, and once approved, they shall be adopted by the Commission as qualification standards in the attestation of appointments of the agency concerned."

Certified True Copy.

SEYMOUR R. PAJARES

Chief Personnel Specialist

Department of Education - Baguio City

An evaluation of the proposed amendment of the experience requirement for the position of Teacher's Camp Superintendent shows that it is in accordance with the existing policies in the establishment of qualification standards.

In view thereof, the Commission **RESOLVES** as it hereby **RESOLVED** to **APPROVE** the above proposed revised qualification standards for the position of Teacher's Camp Superintendent in the Department of Education (DepEd). The Commission **FURTHER RESOLVES** that the subject qualification standards shall be the bases of the Civil Service Commission in attesting appointment to the aforementioned position in DepEd.

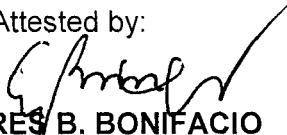
Copies of this resolution shall be furnished the CSC Regional Office and CSC Field Office concerned for their reference and guidance.

Quezon City.

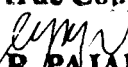

FRANCISCO T. DUQUE III
Chairman


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Oa Leave
RASOL L. MITMUG
Commissioner

Attested by:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

APE/FCT/jane
Deped-QS-teachers camp supt
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Commission Secretariat & Liaison Office