



Republic of the Philippines  
**Department of Education**

18 JAN 2018

DepEd MEMORANDUM  
No. **007**, s. 2018

**TRANSFER OF THE INTERNATIONAL COOPERATION OFFICE  
TO THE OFFICE OF THE SECRETARY**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs and Unit Heads  
All Others Concerned

1. In light of the Secretary's decision to take direct supervision of the Department's international affairs, the **International Cooperation Office (ICO)** is hereby transferred to the Office of the Secretary. Dr. Margarita Consolacion C. Ballesteros, Director IV, External Partnerships Service (EPS), and the identified personnel and plantilla items from EPS in the enclosed list are assigned to the ICO.
2. In addition to its existing mandate, the ICO is directed to closely monitor foreign travels pursuant to the Memorandum from the Executive Secretary dated 03 January 2018, entitled *Directives Applying to Foreign Travels of All Government Officials and Personnel in the Executive Department*. Additionally, it is instructed to propose guidelines for the consideration of the Secretary for the strict implementation of the said directives.
3. Consistent with DepEd Memorandum No. 204, s. 2017, Undersecretary Tonisito M.C. Umali, Esq. shall continue to oversee the operational activities and coordinate the programs and projects of EPS. Accordingly, all other personnel under EPS catering to government sector partnerships, private sector partnerships, special events, and other concerns pertaining to partnerships shall report to Undersecretary Umali.
4. Undersecretary Umali and Director Ballesteros are requested to present to the Secretary their respective administrative and program plans and targets.
5. All DepEd Memoranda and other related issuances, and provisions which are inconsistent with this memorandum are hereby repealed, rescinded, or modified accordingly.
6. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encl.: a/s

Reference: DepEd Order (No. 19, s. 2010)

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

ASSIGNMENTS  
BUREAUS AND SERVICES  
OFFICIALS  
PROGRAMS  
PROJECTS

INTERNATIONAL COOPERATION OFFICE

A. Regular Plantilla

	<b>ITEM NO.</b>	<b>POSITION</b>	<b>INCUMBENT</b>
1.	OSEC-DECSB-DIR4-9-2015	Director IV	Ballesteros, Margarita Consolacion Casabar
2.	OSEC-DECSB-PDO3-17-2015	Project Development Officer III	(Vacant)
3.	OSEC-DECSB-PDO3-42-2015	Project Development Officer III	Campeña, Loren Alyssa Barbirra
4.	OSEC-DECSB-PDO2-40-2015	Project Development Officer II	Paras, Donnalyn Amor Belga
5.	OSEC-DECSB-PDO2-41-2015	Project Development Officer II	Velicaria, Farida Bianca Pedros
6.	OSEC-DECSB-PDO1-22-2015	Project Development Officer I	(Vacant)
7.	OSEC-DECSB-ADAS2-25-2015	Administrative Assistant II	Rillones, Carmelita Loyola

B. Personnel under Contracts of Service

	<b>NAME</b>	<b>POSITION</b>
8.	Andres, Cecilia A.	Technical Assistant
9.	Carreon, Jaymee Grace M.	Technical Assistant
10.	Guardia, Clemente LA	Driver
11.	Obrero, Jade Patrick D.	Administrative Support
12.	Paraon, Vincente M.	Technical Assistant
13.	Rupa, Anna Snowgale	Technical Assistant

  
**LEONOR MAGTOLIS BRIONES**  
 Secretary