



APR 23 2008

DepED MEMORANDUM  
No. 222, s. 2008

CREATION OF DEPARTMENT OF EDUCATION INTEGRITY DEVELOPMENT  
COMMITTEE AND DEFINING ITS FUNCTIONS, AND THE DUTIES AND  
RESPONSIBILITIES OF CHAIRMAN, CO-CHAIRMEN AND MEMBERS

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

1. Pursuant to the Presidential Anti-Graft Commission's requirement on Creation of Integrity Development Action Committee in all departments and agencies of the government to implement PAGC's Integrity Development Action Plan, this Office hereby creates DepED-IDAP Committee, and defines its functions and the duties and responsibilities of its chairman, co-chairmen and members.

2. The composition of the DepED-IDAP Committee is as follows:

Chairman	Atty. Franklin C. Sunga <i>Undersecretary for Legal and Legislative Affairs</i>
Co-Chairman	Hon. Teodosio C. Sangil, Jr. <i>Undersecretary for Finance and Administration</i>
Co-Chairman	Hon. Ramon C. Bacani <i>Undersecretary for Regional Operations</i>
Members	Hon. Jonathan E. Malaya <i>Assistant Secretary for Special Projects and Legislative Liaison</i> Dir. Aida N. Carpentero <i>Procurement Service</i> Dir. Socorro A. Pilor <i>Instructional Materials Council Secretariat</i> Dir. Yolanda S. Quijano <i>Bureau of Elementary Education</i> Dir. Lolita M. Andrada <i>Bureau of Secondary Education</i>

Secretaries

Atty. Macur D. Marohombsar  
*Legal Division*  
Ms. Leonila G. Joson  
*Personnel Division*  
Ms. Olivia M. San Pablo  
*Accounting Division*  
Ms. Zaida T. Azcueta  
*Staff Development Division*  
Atty. Liza Fideliz Canada  
*Resident Ombudsman*  
Atty. Kim E. Ortiz-Liquido  
*Senior Administrative Assistant III*  
Ms. Sorayda B. Macato-on  
*Legal Researcher III*

3. Enclosed are the Functions and Responsibilities of the DepED-IDAP Committee and the Duties and Responsibilities of the Chairman, Co-Chairman, Member (Administrative Officer of the Regional Office concerned), Central Office Member and Secretariat.
4. Immediate dissemination of this Memorandum is desired.

  
**FRANKLIN C. SUNGA**  
Undersecretary

Encl.:

As stated

Reference:

None

Allotment: 1--(D.O. 50-97)

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

COMMITTEES  
OFFICIALS  
POLICY

Maricar/DO-Creation of DepED Integrity Dev't. Committee  
01-24-08

**DEPARTMENT OF EDUCATION**  
**Integrity Development Action Committee**

**FUNCTIONS AND RESPONSIBILITIES**

**I. THE DEPARTMENT OF EDUCATION-IDAP  
COMMITTEE FUNCTIONS**

1. Adopt a program for Anti-Corruption Reform in accordance with the IDAP of PAGC, and implement the same.
2. Adopt and implement a scheme of reviewing areas of corruption resistance and areas of corruption vulnerability.
3. Adopt PAGC's strategy on the implementation of "22 Doables."
4. Coordinate with PAGC the DepEd's implementation of the "22 Doables."
5. To represent the DepEd in all PAGC's conferences, meetings and seminar workshops on anti-corruption campaign.
6. To perform such other functions that may be assigned by the Honorable Secretary of DepEd or by PAGC.

**II. DUTIES AND RESPONSIBILITIES OF THE CHAIRMAN,  
CO-CHAIRMEN, MEMBERS AND THE SECRETARIAT**

**A. CHAIRMAN**

1. The Chairman shall preside over the meetings of the Committee and, in his absence, designate a Co-chairman, who shall preside over the meetings;
2. The Chairman shall direct and supervise the actions, programs, projects, and activities of DepEd-IDAP Committee;
3. The Chairman shall recommend to the Honorable Secretary of DepEd the adoption and implementation of the program on anti-corruption campaign;

4. The Chairman shall submit to the Honorable Secretary of DepEd, on a quarterly basis, accomplishment reports which will be submitted to PAGC;
5. The Chairman shall take action on reported anomalies;
6. the Chairman shall represent the DepEd in the conferences, meetings, etc., called for by PAGC; and
7. The Chairman shall perform such other duties/responsibilities the Honorable Secretary of DepEd may assign.

#### **B. CO-CHAIRMEN**

1. In the absence of the Chairman, either of the Co-Chairmen may act as presiding officer of the Committee;
2. With the recommendation of the Chairman and approval of the Honorable Secretary of DepEd, any of the Co-Chairmen may be designated as team leader, who may conduct a review of areas of corruption vulnerability based on the informations/documents submitted by the office concerned;
3. Upon recommendation of the Chairman and approval of the Honorable Secretary of DepEd, any of the Co-Chairmen, armed with appropriate and necessary authority, may conduct an initial inquiry based on such Rules and/or Guidelines to be issued by the Committee, on a reported anomaly, and submit his findings to the Chairman, who will decide as to the final action to be recommended thereon to the Honorable Secretary;
4. The Co-Chairmen shall be responsible for informing the Chairman on the progress of the programs, projects, and activities being undertaken by the Committee;
5. In case the Chairman or the Honorable Secretary of DepEd cannot attend the PAGC meeting/conference, either of the Co-Chairmen shall represent the Chairman of Honorable Secretary, without the need of a designation; and
6. The Co-Chairmen shall perform such other duties and responsibilities that may be assigned by the Chairman or by the Honorable Secretary of DepEd.

**C. MEMBERS (Administrative Officers of the Regional Offices Concerned, RAOs, for Brevity)**

1. Members/RAOs shall represent their respective Regional Offices in all meetings of IDAP-Committee, wherein matters of implementation of IDAP in their regions are concerned;
2. Members/RAOs shall be responsible for providing the DepEd-IDAP Committee with informations/documents/materials necessary and pertinent to the implementation of IDAP;
3. Members/RAOs shall perform liaison and coordinating works/tasks between DepEd-IDAP Committee and their respective Regional Offices; and
4. Members/RAOs shall assist the DepEd-IDAP Committee in disseminating in their respective Regions the PAGC Integrity Development Plan.

**D. CENTRAL OFFICE MEMBERS (COMs, for brevity)**

1. Any of the COMs may be designated as acting Co-Chairman by the Chairman, in the absence of any of the two Co-Chairmen, and as such designated acting Co-Chairman, shall assist the Chairman in the conduct of official business of the Committee;
2. Any of the COMs may be designated by the Chairman as Head of the Secretariat and, as such, shall be responsible in supervising and accomplishing the tasks of the Secretariat;
3. COM Designated head of the Secretariat shall be responsible in reporting to the Chairman the accomplishment of the task of the Secretariat, as well as the problems encountered; and
4. Any of the COMs who is designated as head of the Secretariat, shall supervise the taking of the minutes of the Committee meetings.

**E. SECRETARIAT**

1. The Secretariat shall be responsible for the taking of the minutes of the IDAP Committee meetings;

2. The Secretariat shall be tasked with the preparation of communications, memoranda, issuances, and other documents, notices, etc.; and
3. The Secretariat shall be the custodian of all official records of the proceedings, minutes of meetings of DepEd-IDAP Committee, including records of cases, communications, memoranda, issuances, etc.

**RECOMMENDING APPROVAL:**



**ATTY. FRANKLIN C. SUNGA**  
Undersecretary for Legal Affairs

**APPROVED:**



**JESLI A. LAPUS**  
Secretary