



Republic of the Philippines  
**Department of Education**

13 DEC 2016

DepEd MEMORANDUM  
No. **218**, s. 2016

**CREATION OF A TECHNICAL WORKING GROUP TO REVISIT THE CURRENT ORGANIZATIONAL STRUCTURE AND FUNCTIONS OF THE FINANCE STRAND AT THE DEPED CENTRAL, REGIONAL AND SCHOOLS DIVISION OFFICES, INCLUDING SCHOOLS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In view of the continuing increase of the annual budget for the Department of Education (DepEd), the full implementation of the K to 12 law pursuant to Republic Act No. 10533 entitled *An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and for Other Purposes*, and the implementation of finance related reforms in the pipeline, vis-à-vis the current organizational structure and staffing of the offices and units under the DepEd Finance Strand, further review of the scope of operations and organization of the Finance Strand at the central office (CO), regional offices (ROs), schools division offices (SDOs), including schools is deemed necessary.
2. During the implementation of the approved Rationalization Plan for DepEd by the Department of Budget and Management (DBM), this Office has received feedback that there are still continuing issues and concerns such as lack of financial staff and role delineations of some of the units under the Finance Strand.
3. For this purpose, a Technical Working Group (TWG) is created and composed of the following DepEd officers:

Team Leaders : **Maria Lourdes D. Pantoja**  
Director IV, Bureau of Human Resource  
and Organization Development (BHROD)

**Armando C. Ruiz**  
Officer-in-Charge, Director III, Finance Service

Members : **Central Office (CO)**  
Rhunna L. Catalan, Accounting Division  
Selwyn C. Briones, Budget Division  
Louisa S. Roberto, Employee Account Management  
Division (EAMD)

Francis Allen B. Dela Cruz, Personnel Division  
Molyn L. Dionela, Accounting Division  
Gilbert C. Morong, Budget Division  
Czarina C. Besares, EAMD  
Albert Jerome C. Andres, Personnel Division  
Noelle Ria Marie C. Roa, BHROD  
Joel O. Mendoza, Organization Effectiveness  
Division (OED)  
Tesa Gaila M. Ricafort, OED

**Regional Offices (RO)**

Antonio G. Arquero, Region III (Luzon 1)  
Ardee DC. Ramilo, Region IV-B (Luzon 2)  
Martha I. Ampig, Region VI (Visayas)  
Mary Ann D. Neri, Region X (Mindanao)

4. The TWG shall undertake the following:
  - a. Revisit the current organizational structure and functions, including scope and delineation of responsibilities of the offices or schools divisions/units under the Finance Strand at the CO, ROs, and SDOs, as well as the schools, in accordance to the strategic directions of DepEd, and in particular, the Finance Strand;
  - b. Assess the existing financial staff complement of each office and unit, including job descriptions, vis-à-vis its scope of responsibilities as determined by the TWG;
  - c. Gather data and conduct researches on best practices of other government agencies, if necessary; and
  - d. Prepare reports and make recommendations for systems improvement that will comprise the official proposal to be submitted to the DBM after the approval of the Undersecretary for Finance-Disbursement and Accounting.
  
5. The TWG Sub-committees shall also be formed for each for Luzon, Visayas and Mindanao areas. Due to the numerous regions in Luzon, two Sub-committees shall be formed for the area, namely: **Luzon 1**, comprised of Regions I, II, III and Cordillera Autonomous Region, and **Luzon 2**, comprised of Regions IV-A, IV-B, V, and National Capital Region. The TWG Sub-committees shall be led by the aforementioned designated representatives from the ROs, who shall perform the following:
  - a. Identify and recommend for approval to the Undersecretary for Finance-Disbursement and Accounting the TWG Sub-committee members, consisting of one finance representative per region who has in-depth knowledge of the issues and concerns regarding the current organizational structure and functions of the offices and units under the Finance Strand at the ROs, SDOs, and school levels, including the job description of positions, both existing and to be created. The nominee per region must be duly noted by the Regional Director concerned prior to the recommendation for approval;
  - b. Coordinate the meetings of the TWG Sub-committee to perform the same responsibilities as enumerated in Item 4 (a to d) of this DepEd Memorandum; and

c. Represent the TWG Sub-committee in reporting to the TWG.

6. The TWG Team Leader shall convene meetings and deliberations of the group and shall provide feedback to the Undersecretary for Finance-Disbursement and Accounting, who shall then report from time to time to the Secretary on the status of the TWG study.

7. The TWG and TWG Sub-committee are given until **January 31, 2017** to finalize the proposal. The target date of submission of the official proposal to the DBM, duly endorsed by the Undersecretary for Finance-Disbursement and Accounting is on **February 28, 2017**.

8. The BHRD-OED shall serve as the Secretariat of the TWG. The TWG Sub-committees in the Regions may assign offices who will serve as their respective Secretariat.

9. Expenses for meals and snacks relative to meetings in this undertaking and traveling expenses of the TWG members and Secretariat from CO, if any, shall be charged to OSEC Funds, while the transportation and other incidental expenses of the TWG members from the ROs and TWG Sub-committee members and Secretariat shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.

10. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References:

DepEd Order Nos: 52, s. 2015; 53, s. 2013

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

BUDGET	OFFICIALS
COMMITTEES	REVIEW
FUNDS	UNITS
MEETINGS	