

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
10 Complex, Pasig, Metro Manila

July 22, 1993

DECS O R D E R
No. 57, s. 1993

DESIGNATION OF KEY PERSONNEL OF DIVISIONAL LEADER SCHOOLS

To: Regional Directors, Schools Superintendents

1. The Divisional Leader School (DLS), as envisioned in DECS Memorandum No. 174, s. 1992, shall be the lead training center in the division. In addition, the DLS shall serve as action research and teaching resource center for a cluster or clusters of schools within the division. As action research center, the DLS shall spearhead the conduct of classroom-based studies for the improvement of teaching-learning. As teaching resource center, the DLS shall be the repository of instructional and reference materials for teachers in the subject area(s) of their specialization.

2. Three key personnel: the DLS Administrator, the Action Research Coordinator (ARC), and the Teaching Resource Coordinator (TRC) shall assume the lead roles in the operationalization of the DLS. The DLS organization and the functions of the key personnel of the DLS are presented in the inclosure.

3. The DLS Administrator is the principal of the school. The ARC is a division supervisor with extensive background in action research. The TRC is also a division supervisor with adequate training in instructional materials development. While the principal of the school shall automatically become the DLS Administrator, the ARC and the TRC shall be designated by the regional director upon the recommendation of the division superintendent. The key personnel of the DLS shall assume their respective duties effective October 1, 1993.

4. Members of the ARC and the TRC shall be selected from among the secondary school head teachers (SCHTs) in the DLS and competent STOI trainers and master teachers in the division.

5. For compliance and immediate dissemination.


ARMANDO V. FARRELLA
Secretary

Inclosure As stated

Reference: DECS Memorandum (No. 174, s. 1992)

Attachment: 1-2 (M.O. 1-87)

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

✓ OFFICIALS

✓ SCHOOLS

✓ TEACHERS

FUNCTIONS/DUTIES OF KEY PERSONNEL OF THE DLS

DLS Administrator

1. Renders technical assistance to the DECSRO in the design, implementation, and monitoring of the training program; and
2. Oversees the general conduct of the training program.
 - a. Makes available to the participants the training facilities (sleeping quarters, mess hall, lavatories, training rooms, laboratories, library, etc.) in the school;
 - b. Makes available to the participants the equipment and devices (e.g., sound system, overhead/slide projector, video monitor, maps, etc.) that may be needed in the training;
 - c. Makes available the services of the technician, typists, janitor, and other support staff during the training program;
 - d. Keeps a daily record of attendance;
 - e. Attends to the emergency needs of participants; and
 - f. Does related work as may be requested by the DECSRO.

Action Research Coordinator

1. Identifies research topics;
2. Designs the study;
3. Implements the study in coordination with the Division Office and the school heads concerned;
4. Prepares the research report; and
5. Disseminates the results of the study to schools within the DLS umbrella.

Teaching Resource Coordinator

1. Makes available to the teachers the instructional materials in the Center;
2. Organizes needs-based summer writing workshops for teachers;
3. Organizes fora for the exchange of ideas about teaching; and
4. Executes a memorandum of understanding between the DECSRO and the Teacher Education Institution library for free teacher access to reference materials.

DLS ORGANIZATION

