



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

March 21, 2024

**REGIONAL MEMORANDUM**

QAD-2024- **341**

**DISSEMINATION OF DM 2024-0496 RE: CONDUCT OF FIELD VISITS/  
VALIDATION OF CLUSTERING OF SCHOOL DISTRICTS**

To: Schools Division Superintendents of Borongan City  
and Northern Samar Divisions  
All Others Concerned

- Attached is DepEd Memorandum DM-OUHROD-2024-0496 from the office of Wilfredo E. Cabral, Regional Director, Office-in-Charge, Office of the Undersecretary, Human Resource and Organizational Development dated March 18, 2024 titled **CONDUCT OF FIELD VISITS/VALIDATION OF CLUSTERING OF SCHOOL DISTRICTS**, for information and guidance of all concerned.
- Select Schools Division Offices in the Region shall identify at least 6-10 schools contained in the Geographically Isolated and Disadvantaged Areas (GIDA) to be submitted via email at **bhrod.oed@deped.gov.ph** and propose an itinerary for the field visit.
- Immediate dissemination of this Memorandum is desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

Enclosures: DM OUHROD 2024-0496

References: None

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

GUIDELINES

MONITORING AND EVALUATION

POLICY

QAD-GLA

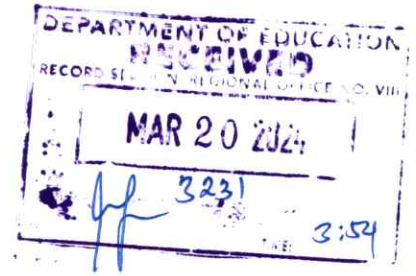


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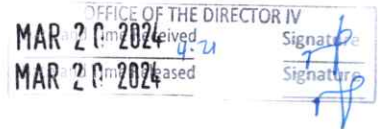


Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



**MEMORANDUM**  
**DM-OUHROD-2024-0496**



**FOR :** **REGIONAL DIRECTORS**  
*Regional Offices II, III, IVA-CALABARZON, IVB-MIMAROPA, V, VI, VII, VIII, IX, X, XII, CAR*

**SCHOOLS DIVISION SUPERINTENDENTS**

*Schools Division Offices*  
*Kalinga, Quirino, Nueva Ecija, Imus, Oriental Mindoro, Palawan, Catanduanes, Masbate, Antique, Negros Oriental, Siquijor, Borongan, Northern Samar, Zamboanga del Norte, Zamboanga Sibugay Province, El Salvador, Lanao del Norte, Misamis Oriental, Bukidnon, Tacurong*

**FROM :** **WILFREDO E. CABRAL**  
*Regional Director*  
*Office-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT :** **CONDUCT OF FIELD VISITS/VALIDATION OF CLUSTERING OF SCHOOL DISTRICTS**

**DATE :** March 18, 2024

Efforts are currently underway to improve the quality of education services within the Schools Division Office (SDO) and schools of the Department of Education specifically processes engaging the schools districts. One of these endeavors includes the revision of school districting guidelines, which are primarily based on Republic Act No. 9155, s. 2001, known as the Governance of Basic Education Act of 2001. This law serves as a legal foundation for the existence of school districts and their respective Public Schools District Supervisors (PSDS), particularly outlined in Section 5.1. The said section emphasizes that,

*“A school district shall have district supervisor and office staff for program promotion. A school district supervisor shall primarily perform staff functions and shall not exercise administrative supervision over school principals, unless specifically authorized by the authorities. The main focus of his/her functions shall be instructional and curriculum supervision aimed at raising academic standards at the school level.”*



*Only one*  
*3/20/24*

Apart from this, in 1968, there was a **Circular No. 24 s. 1968** titled “*New Supervisory School District May be Created under Principal-In-Charge*” issued by the Kagawaran ng Edukasyon, Kawanihan ng Paaralang Bayan, Maynila. Under this circular, new supervisory school districts was created with a minimum number of schoolteachers and officials with consideration to remote areas. In addition, in 1997, an **unnumbered** joint DECS-DBM issuance was released as **DECS-DBM Schools Staffing Standards**. The said issuance was used as a guide for the creation of district office, redistricting, provincial school division and city school division in DepEd. These policies underwent comprehensive policy review of a Technical Working Group through workshops conducted in February and October of 2023 as part of the efforts to revise school redistricting guidelines. Although the output, which was a draft policy proposal on School Redistricting has been submitted, additional data validation from the field offices is deemed necessary to substantiate and reinforce the proposed policy.

In this regard, the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) will conduct **Field Visits/Validation of Clustering of School Districts in Selected Schools Division Offices and Schools from April to July 2024**.

The activity aims to:

- a. Gather additional information/data on the districting and/or redistricting practices/strategies in the division offices.
- b. Verify geographical factors, including distance and transportation options, when traveling from the SDO and Central School to various schools. This assessment also extends to schools situated in geographically isolated and disadvantaged areas (GIDA).
- c. Serve as validation for the proposed criteria in school districts and redistricting policy.

The field visit will take place in **twenty (20) selected SDOs and their corresponding schools**, as outlined below:

<b>SCHEDULE OF VISIT</b>		
<b>Region</b>	<b>Schools Division Office</b>	<b>Schedule</b>
V	SDO Catanduanes	April 3-5
VII	SDO Negros Oriental	April 15-17
IX	SDO Zamboanga del Norte	April 17-19
VIII	SDO Northern Samar	April 22-24
VIII	SDO Borongan	April 22-24
VII	SDO Siquijor	May 8-10
X	SDO Lanao del Norte	May 13-15
IX	SDO Zamboanga Sibugay	May 15-17
X	SDO El Salvador	May 20-22
X	SDO Misamis Oriental	May 22-24
XII	SDO Tacurong	May 27-29
X	SDO Bukidnon	May 29-31
IVA	SDO Imus	June 10-11
III	SDO Nueva Ecija	June 13-14

IVB	SDO Oriental Mindoro	June 19-21
IVB	SDO Palawan	June 19-21
CAR	SDO Kalinga	June 26-28
II	SDO Quirino	June 26-28
V	SDO Masbate	July 10-12
VI	SDO Antique	July 10-12

There will be two (2) teams comprising four (4) members each from BHROD-OED who will conduct initial courtesy visits to their assigned SDO. Subsequently, two (2) members from each team will facilitate Focus Group Discussions (FGDs) in the SDO, while the remaining two staff members will concurrently visit and monitor the schools. Target participants for field visit and FGD are the following:

- A. SDO Visit
  1. Schools Division Superintendent and/or Assistant Schools Division Superintendent;
  2. Chief Education Supervisors of the Curriculum Implementation Division and School Governance and Operations Division;
  3. Education Program Supervisors;
  4. Public Schools Division Supervisors
  
- B. School Visit
  1. Public Schools Division Supervisors
  2. Selected SGOD or CID personnel involve in redistricting;
  3. Schools Head and School's Non-teaching Personnel

In addition, we kindly seek your assistance to ensure the availability of the identified SDO and school personnel during the field visit. We also request your help to identify at least 6-10 schools contained in the GIDA list to be sent in the email and propose an itinerary for the visit. Each respective team will conduct visits to these schools within an approximate two-day itinerary.

We would also like to inform you that a **program support fund** (attached in the email) **has been downloaded to the selected SDOs to cover board and lodging of Central Office personnel, transport rental of the teams visiting the SDO/Schools, and other logistical requirements.**

The assigned team shall coordinate with your SDO for the needed administrative arrangements. For queries and/or additional information, you may contact **Ms. Pia Pangilinan or Mr. Ariel Amatosa** through email [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph), or call us at (02) 8633-5375 or. You may also directly coordinate with any of the following BHROD-OED Team to be assigned to your SDO:

<b>Name of CO Personnel</b>	<b>Email Address and Contact Number</b>
1. Cecilia G. Tiamson/ Maricar B. Fabian	<a href="mailto:cecilia.tiamson@deped.gov.ph">cecilia.tiamson@deped.gov.ph</a> 09255232453
2. Pia P. Pangilinan	<a href="mailto:pia.pangilinan@deped.gov.ph">pia.pangilinan@deped.gov.ph/</a> 09178725850
3. Diane-Joyce G. Perez	<a href="mailto:dianejoyce.perez@deped.gov.ph">dianejoyce.perez@deped.gov.ph</a>
4. Rose Merval S. Albo	<a href="mailto:rose.albo@deped.gov.ph">rose.albo@deped.gov.ph</a> 09989962480

5. Asmen C. Halog	<a href="mailto:asmen.halog@deped.gov.ph">asmen.halog@deped.gov.ph</a> 09171778670
6. Hannah Hasmin M. Caña	<a href="mailto:hannah.canaa@deped.gov.ph">hannah.canaa@deped.gov.ph</a>
7. Ariel P. Amatoso	<a href="mailto:ariel.amatoso@deped.gov.ph/">ariel.amatoso@deped.gov.ph/</a> 09774024408
8. Rodel D. Burcer/ Michelle Anne C. Raquino	<a href="mailto:michelle.raquino@deped.gov.ph">michelle.raquino@deped.gov.ph</a> 09760653161

Thank you.

## FIELD VISITS/ VALIDATION OF SCHOOLS DISTRICT

### Program Objectives:

- a. Gather additional information/data on the districting and/or redistricting practices/strategies in the division offices.
- b. Verify geographical factors, including distance and transportation options, when traveling from the SDO and Central School to various schools. This assessment also extends to schools situated in geographically isolated and disadvantaged areas (GIDA).
- c. Serve as validation for the proposed criteria in school districts and redistricting and identify the necessary additional staffing requirements for PSDS.

### INDICATIVE PROGRAM OF ACTIVITIES

TIME	ACTIVITY	Expected Output
Day 1	<b>Travel Time to SDO</b>	
Day 2	<p><b>Courtesy Call to SDS/ASDS</b></p> <p><b>Purpose of the Visit</b>  <b>Interview the following functional divisions (Group 1)</b></p> <ul style="list-style-type: none"> <li>• OSDS</li> <li>• CID</li> <li>• SGOD</li> <li>• District/ Redistricting Implementation</li> </ul> <p><b>School Visits (Group 2)</b></p> <ul style="list-style-type: none"> <li>• RSA Implementation</li> <li>• Organizational Structure</li> <li>• Plantilla Items</li> <li>• PBB Compliance</li> <li>• ARTA Compliance with RA11032</li> <li>• SBM Implementation</li> </ul>	<ul style="list-style-type: none"> <li>• Accomplishment and Monitoring Report for SDO and Schools</li> <li>• Schools complied with HROD Standards/Policies.</li> <li>• Validated Districting Assignments of PSDS</li> <li>• Documented clustering strategy of SDOs</li> </ul>
Day 3	<p><b>School Visits (Group 1&amp;2)</b></p> <ul style="list-style-type: none"> <li>• RSA Implementation</li> <li>• Organizational Structure</li> <li>• Plantilla Items</li> <li>• PBB Compliance</li> <li>• ARTA Compliance with RA11032</li> <li>• SBM Implementation</li> </ul>	