



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

SPECIAL ORDER

No. **016**, s. 2025

TO: **Dr. EDGAR Y. TENASAS, CESO VI**
Schools Division Superintendent

SUBJECT: **DESIGNATION AS HEAD OF THE DELIVERY UNIT (DU) AND
SPECIAL PROGRAMS AND PROJECTS SECTION (SPPS)**

DATE: September 4, 2025

1. In view of your reassignment as Schools Division Superintendent from the Division of Borongan City to the DepEd Regional Office VIII, you are hereby designated as Head of the Delivery Unit of the Office of the Regional Director and Special Programs and Projects Section of the Education Support Services Division.

2. As such, you are expected to perform supervisory and managerial functions, which include the following:

- 1.1 Lead in the management and operation of the Delivery Unit and Special Programs and Projects Section;
- 1.2 Plan and recommend approval of the Annual Work and Financial Plan of the concerned unit/section;
- 1.3 Implement the approved Work Plan and Budget;
- 1.4 Monitor and evaluate individual and team performance of DU and SPPS personnel;
- 1.5 Supervise implementation of special programs and projects of the regional office and Schools Division Offices;
- 1.6 Establish linkages and networks with the different functional divisions, SDOs, and other stakeholders in the implementation of special programs and projects;
- 1.7 Provide technical assistance to Schools Division Offices to help schools establish a conducive learning environment and ensure learn overall readiness to learn;
- 1.8 Monitor office and staff compliance with DepEd and government rules and regulations on financial and administrative transactions;
- 1.9 Perform other related functions as may be assigned by Superiors.

3. You shall continue to draw your salary at the Division of Borongan City where your plantilla item is placed while payment of Representation and Transportation Allowance (RATA), communication allowance, relocation allowance, and other allowance benefits shall be at the Regional Office subject to availability of funds and the usual accounting and auditing rules and procedures.

4. For guidance.



RONEL AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

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The Chief, Administrative Division

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