

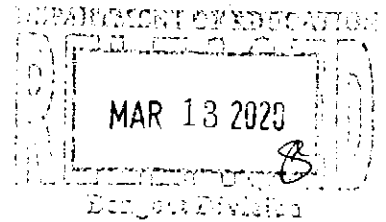


Republic of the Philippines
DEPARTMENT OF EDUCATION
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BENGUET
 Wangal, La Trinidad, Benguet 2601




DIVISION MEMORANDUM

No. 068 s. 2020



TO: Chief Education Supervisors, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 Coordinating Principals
 School Heads and Teachers, Public Elementary and Secondary Schools
 All others concerned

FROM: 
BENILDA M. DAYTACA, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC – Office of the Schools Division superintendent

SUBJECT: GUIDELINES ON SCHOOLS HEADS' TRAVEL AND IN SUBMITTING REPORTS/ DOCUMENTS TO THE SCHOOLS DIVISION OFFICE

Date: March 12, 2020

1. This office recognizes the critical role of school heads to be physically present in their respective schools to perform their mandated function as instructional leaders and administrative managers as stated in RA 9155, Rule VI. However, submission of reports or doing follow-up requests to different offices take most of their time as observed in the number of visits of some school heads recorded in the visitors' logbook.
2. To minimize travel of School Heads from their schools, the following means and due dates of submission are hereby adopted depending on its applicability:

REPORTS/ DOCUMENTS TO BE SUBMITTED IN HARD COPIES	DUE DATE	PERSON RESPONSIBLE
OSDS:		
a. OPCRf of Principals & Head Teachers/ IPCRF of Master Teachers	On or before April 15 of the year	Assistant Schools Division Superintendent
b. Approved IPCRF of Teacher I-III and Non-Teaching Personnel, School-Based	On or before April 15 of the year	Susan CJ Dawang, Administrative Officer IV (Personnel)
c. Appointment Papers	5 days upon receipt of Notice of Appointment	Susan CJ Dawang, Administrative Officer IV (Personnel)
d. Appointments of Substitute Teachers	5 days upon approval of the SDS	Susan CJ Dawang, Administrative Officer IV (Personnel)

e. ERF	Every end of the month	Susan CJ Dawang, Administrative Officer IV (Personnel)
f. Salary Claims	For permanent Teachers: 5 days upon receipt of approved appointments For substitute Teachers: 5 days upon receipt of attested appointments	Susan CJ Dawang, Administrative Officer IV (Personnel)
SGOD:		
a. School Form 4	Every 5 th working day of the preceding month	Jeanette I. Kiong, Planning Officer III
b. School Form 7	July 10, Sept 10, Nov. 10 and Jan 10	Jeanette I. Kiong, Planning Officer III
c. School Profiles (GESP, GJHSP & GSHSP)	September 30	Jeanette I. Kiong, Planning Officer III
d. EOSY (SF5, SF6, Statistical Data)	April 15	Jeanette I. Kiong, Planning Officer III
e. NSBI Reports, Site Ownership & Site Development Plan	October 30 or depending on the cut off set by DepEd, Central Office	Melba N. Himmoldang, Engineer III
f. AIP and WFP	Jan 15 of the Year	Virginia V. Basatan, SEPS-SMM & E
g. Research Proposals and Completion	Research proposals reviewed at the District level must be received at the SDO a month before its implementation; Research Completion Report must be received at the SDO 30 days after its completion	Xylene D. Kinomis, SEPS for Planning & Research
h. Individual Professional Development Plan (IPDP)	April 15 of the year	Jocelyn L. Alimondo, SEPS-HRD

REPORTS/ DOCUMENTS TO BE SUBMITTED ONLINE	MODE OF SUBMISSION/ FORMAT	DUE DATE	PERSON RESPONSIBLE
OSDS:			
a. Travel Order	Scanned	a) Local Travel: One (1) or more days before travel b) Abroad: 60 days before travel	Christine Damoslog, Secretary of SDS Email Address: <i>benguet@deped.gov.ph</i>
b. Property Plant & Equipment (PPE)	MS Excel	1 st Working day of January	Florabel C. Balanon, Administrative Officer IV (Supply) Email Address: <i>florabel.balanon@deped.gov.ph</i>

& Physical Inventory			Email Address: <i>florabel.balanon@deped.gov.ph</i>
d. Form 6	Scanned	5 days before availing leave except for sick leave which must be submitted immediately upon return to duty	Puriza D. Aguindang, ADAS II Email Address: <i>puriza.aguindang@deped.gov.ph</i>
SGOD:			
a. District Monitoring, Evaluation and Adjustment Reports	MS Word	3 rd week of every end of the quarter	Virginia V. Basatan, SEPS-SMM & E Email Address: <i>virginia.basatan@deped.gov.ph</i>
b. District Consolidated SBM Assessment Report	MS Word/Excel	Every end of October and March	Virginia V. Basatan, SEPS-SMM & E Email Address: <i>virginia.basatan@deped.gov.ph</i>
c. DRRM Reports	Scanned/ MS Excel	As the need arises	Nerissa I. Barbosa, PDO II Email Address: <i>nerissa.barbosa@deped.gov.ph</i>
d. Other Reports	Scanned	As the need arises	

3. Reports shall be submitted through the District Heads if such reports/ documents are necessary for the information of the district heads for monitoring, evaluation, analysis, supervision and planning for technical assistance.
4. Reports shall be sorted and compiled for submission to the Division Records Section.
5. SDO Sections/ units requesting for reports and district offices are required to create online accounts (email, FB or messenger) to receive and consolidate reports from the schools. Schools shall maximize the use of technology in sending reports/ documents and in requesting for technical assistance.
6. In the event that official travel is necessary, it is advised that school heads plan their itinerary so as not to leave their post every week.
6. For information, guidance and wide dissemination.

