



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 0032, s. 2024

To: **JANETTE G. VELOSO**
Assistant Schools Division Superintendent

From: The Office of the Schools Division Superintendent

Subject: Designation as Office In-Charge of the Office of the Chief Education Supervisor for School Governance and Operations Division (SGOD)

Date: January 22, 2024

In the exigency of the service, you are hereby informed of your special assignment as Officer In-Charge of the Office of the Chief Education Supervisor for School Governance and Operations Division (SGOD) in addition to your position as Assistant Schools Division Superintendent, effective immediately.

It is advised that you assume all accountabilities and responsibilities as Chief Education Supervisor for School Governance and Operations Division (SGOD) including the:

Policies and Programs

- Submit to the Schools division management, policy recommendations to improve the governance and operation of school and learning centers.
- Recommend plans and strategies towards efficient and effective governance and operations of schools and learning centers.
- Review and recommend for approval Concept Paper s, Program and Project Proposals to respond to needs related to special programs, governance and operation by Schools and Learning Centers.
- Recommend to management, Schools Division initiated programs related to providing education support to schools and learning centers to respond to immediate needs of schools and learning centers.
- Present to management, status and progress reports of Schools Division initiated programs for management support and action.

Partners and Donors

- Review and evaluate partnership proposals to strengthen education support services and recommend to the SDS, the signing of partnership agreements (MOA/MOU/Contracts) with donors and partners.



- Review and recommend to the SDS localized policies/standards for engaging educational partners that will protect DepEd interest and values.
- Finalize and recommend approval for implementation initiatives to sustain relationships of partners to maintain continuous support.

School Compliance to Quality Standards (Public and Private)

- Reviews documents submitted by schools requesting to operate to check for completeness before endorsement of SDS to the regional office.

Research and Development

- Review research requirements arising from issues and challenges, M&E reports, and recommend to the division management, the strategic directions for the conduct of Action Research in the Division.
- Submit recommendations for policy issuances to support school governance based on results of Action Research.

Technical Assistance

- Ensure the provision of technical assistance to the schools by responding to the identified needs of the schools and learning centers in relation to governance and operations.

Unit Performance

- Prepare and manage the budget for Government & Operations' resource requirements and submits this to be part of the Schools Division Budget.
- Manage personnel work assignment to ensure equitable work distribution towards accomplishment of division goals and targets.
- Integrates and submits accomplishment report of the Gove & Operations Division to inform SDO management of progress, issues, and challenges for corrective action.
- Submits M & E Report/ Results of SDO Operations to inform management of progress.
- Prepares and submits an Annual Procurement Plan of Government & Opts to schedule expense requirements.
- Conduct Performance Appraisal Feedback and Ratings on direct reports towards continues improvement of performance.
- Prepares and implements a Professional Development Plan for Government & Operations personnel.

Please be guided accordingly.

Copy furnished:

The Resident Auditor
Commission of Audit
Planning Section
Accounting Section
Personnel Section
Records Section



REYNALDO B. MELLORIDA
Schools Division Superintendent

