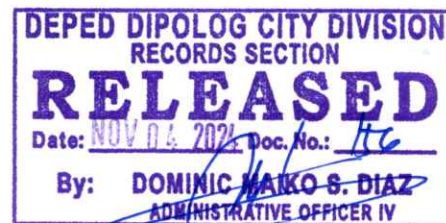




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



**Division Advisory No. 116 s. 2024**

November 4, 2024

*(In compliance with DepEd Order No. 8 s. 2013  
this advisory is issued not for endorsement per DO No. 28, s. 2001  
but only for the information of DepEd officials,  
personnel/ staff, as well as the concerned public)  
(Visit [www.depeddipolog.net](http://www.depeddipolog.net))*

**REVISED DESIGNATION OF UNDERSECRETARIES AND ASSISTANT  
SECRETARIES TO THE STRANDS AND FUNCTIONAL AREAS OF  
RESPONSIBILITIES AND REVISED SIGNING AUTHORITIES ON HUMAN  
RESOURCE ACTIONS**

This has reference to DepEd Order No. 015, Series 2024 entitled, Revised Designation of Undersecretaries and Assistant Secretaries to the Strands and Functional Areas of Responsibilities and Revised Signing Authorities on Human Resource Actions dated October 18, 2024.

In view of the said DepEd Order, this Office announces the Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities. Please see attached DepEd Order.

For your guidance and information.

DPR/Advisory-Revised Designation of Undersecretaries and Assistant Secretaries to the Strands and Functional Areas of Responsibilities  
November 4, 2024



Address: Purok Farmers, Olingan, Dipolog City  
Email: [dipolog.city@deped.gov.ph](mailto:dipolog.city@deped.gov.ph)  
Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
Facebook: DepEd Tayo – Division of Dipolog City



Republic of the Philippines  
**Department of Education**

OCT 18 2024

DepEd ORDER  
No. 015, s. 2024

**REVISED DESIGNATION OF UNDERSECRETARIES AND ASSISTANT SECRETARIES  
TO THE STRANDS AND FUNCTIONAL AREAS OF RESPONSIBILITIES AND  
REVISED SIGNING AUTHORITIES ON HUMAN RESOURCE ACTIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. In the exigency of service and for the efficiency of operations, this DepEd Order (DO) is issued to partially amend DO 001, s. 2023 or **Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities**. This is to ensure the proper alignment of the DepEd mandates, processes, and systems towards the achievement of the Department's organizational objectives.

2. This Order is being issued pursuant to the provisions of the Revised Administrative Code<sup>1</sup>, Republic Act (RA) No. 9155, also known as the Governance of Basic Education Act of 2001<sup>2</sup>, and other existing laws, which empower the Secretary to delegate authority to the Officers and employees under his directions<sup>3</sup> and to promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws<sup>4</sup>, the same being incidents of the Secretary's power of supervision and control over the DepEd<sup>5</sup>, his responsibility for the exercise of DepEd's mandate, powers, and functions<sup>6</sup> and his overall authority over the operations of the DepEd.

3. Consistent with the principles of accountability and shared governance,<sup>7</sup> and guided by the policy of ensuring harmony, synchronicity, interdependence, and unity in the working relationships within and between the different strands under DepEd, the foregoing delegations of authority and designations aim to improve upon the reporting structures, functions, and staffing complements of the DepEd bureaus, services, divisions, offices, and units to ensure their relevance and responsiveness to the changing environment, the development needs of the learners and stakeholders, and the pursuit of long-term education reforms at various organizational levels.

<sup>1</sup> Section 6-11, Chap. 2; Sec. 40, Chap. 8, Book IV, Rev. Admin. Code (1987)

<sup>2</sup> Section 7, Republic Act (RA) 9155

<sup>3</sup> Section 7(8), Chap. 2, Book IV, Rev. Admin. Code (1987)

<sup>4</sup> *Id.* at Section 7(4), Chap. 2, Book IV

<sup>5</sup> *Id.* at Section 6, Chap. 2; Sections 39-40, Chap. 8, Book IV.

<sup>6</sup> *Id.* at Section 6, Chap. 2, Book IV

<sup>7</sup> *Id.* at Section 5



4. In delineating the authorities and accountabilities of the Executive Committee (ExeCom) members over the respective functional areas of responsibility, and the offices and units under them, this Order shall likewise place certain DepEd offices and units in their appropriate strand based on the similarity of functions and objectives of the offices and units towards the provision of a more efficient service. Accordingly, the following are the organizational strands of the DepEd:

- a. Strategic Management
- b. Administration
- c. Operations
- d. Human Resource and Organizational Development
- e. Curriculum and Teaching
- f. Finance
- g. Legal and Legislative Affairs
- h. Procurement
- i. Office of the Secretary

5. In the interest of the service, and pursuant to existing laws, the following directives are issued:

a. **Undersecretaries and Assistant Secretaries.** In performing its mandates, powers, and functions under existing laws and DepEd issuances, the Undersecretaries and Assistant Secretaries are designated to their organizational strands, to exercise supervision and control over their designated DepEd organizational units and functional areas of responsibility, as follows:

i. **Strategic Management (STRATMA).** STRATMA shall provide the overall strategic management of DepEd to enable the organization to calibrate and pursue its long-term directions, and to effectively interface with the internal and external environment. Its functional areas are inclusive of, but not limited to, policy development, enhancement, and monitoring.

<b>RONALD U. MENDOZA</b> Undersecretary	i. Education Futures Office
<b>ROGER B. MASAPOL</b> Assistant Secretary	ii. Bureau of Education Assessment a. Education Assessment Division b. Education Research Division
	iii. Project Management Service a. Project Development Division b. Project Management Division
	iv. Policy and Planning Service a. Policy Research and Development Division b. Planning and Programming Division c. Education Management Information Division
	v. Monitoring and Evaluation Office



- ii. **Administration (ADMIN).** ADMIN shall focus on strengthening the administrative services of DepEd to ensure that the entire organization is effectively and efficiently supported.

<b>MEL JOHN I. VERZOSA</b> Undersecretary	i. Administrative Service <ul style="list-style-type: none"> <li>a. Asset Management Division</li> <li>b. Cash Division</li> <li>c. General Services Division</li> <li>d. Records Division</li> </ul> ii. Teachers Camps (Baguio and Bagabag)
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- iii. **Operations (OPS).** OPS shall ensure that DepEd, as an organization, shall be capacitated to continuously improve and be strategic in managing the environment in which teaching and learning take place. Accordingly, the functional areas of OPS shall include, but not be limited to, the following:

- Promoting non-curriculum-based learner development programs and services.
- Advancing education support services that promote learner readiness.
- Managing disasters and risk factors that potentially affect the learning environment.

<b>REVSEE A. ESCOBEDO</b> Undersecretary	i. Disaster Risk Reduction and Management Service <ul style="list-style-type: none"> <li>a. Risk-Informed Policy and Planning Division</li> </ul> ii. Palarong Pambansa Secretariat
<b>DEXTER A. GALBAN</b> Assistant Secretary	iii. Bureau of Learner Support Services <ul style="list-style-type: none"> <li>a. School Health Division</li> <li>b. School Sports Division</li> <li>c. Youth Formation Division</li> </ul> iv. Learner Rights and Protection Office
<b>MALCOLM S. GARMA</b> Assistant Secretary	v. Private Education Office vi. Field Operations

- iv. **Human Resource and Organizational Development (HROD).** HROD shall take the lead in ensuring that holistic and integrated approaches/strategies are undertaken in the development of policies, plans, programs, guidelines, and standards on human resource management and organizational development for DepEd teaching and nonteaching personnel, including the monitoring and evaluation of their implementation with a view towards continuous improvement.



- vi. **Finance.** Finance shall ensure proper management of the Department's budgetary and financial matters in order to support its operations. It shall likewise ensure that the relevant financial and budgetary data or information of DepEd are properly recorded, safely kept, and made available when needed by the Secretary or any member of the DepEd ExeCom or whenever necessary for DepEd compliance with the reportorial requirements of government oversight agencies (e.g., Department of Budget and Management, Commission on Audit, etc.) in accordance with the procedures and limitations set by law.

<b>ANNALYN M. SEVILLA</b> Undersecretary	<ul style="list-style-type: none"> <li>i. Finance Service <ul style="list-style-type: none"> <li>a. Accounting Division</li> <li>b. Budget Division</li> <li>c. Employee Accounts Management Division</li> </ul> </li> <li>ii. Government Assistance and Subsidies Service</li> <li>iii. Education Program Management Office</li> </ul>
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- vii. **Legal and Legislative Affairs (LLA).** LLA shall have the key focus of enhancing the capacity of DepEd to effectively prepare, cope with, and address all DepEd matters with legal implications, including the rendition of timely legal advice and opinions; the just and speedy investigation, adjudication, and resolution of disciplinary cases; the effective use and conduct of the different modes of alternative dispute resolution and competent handling and managing of cases involving DepEd; the responsive and timely conduct of legal review, the formulation of rules, regulations, and guidance documents. LLA shall likewise proactively move the Department's legislative agenda.

<b>FILEMON RAY L. JAVIER</b> Undersecretary	<ul style="list-style-type: none"> <li>i. Legal Service <ul style="list-style-type: none"> <li>a. Legal Division</li> <li>b. Investigation Division</li> </ul> </li> <li>ii. Sites Titling Office</li> <li>iii. Legislative Liaison Office</li> <li>iv. Alternative Dispute Resolution Office</li> </ul>
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- viii. **Procurement.** Procurement shall ensure that the Department's conduct of its procurement activities comply with all applicable laws, policies, standards, guidelines, and procedures on government procurement, inclusive of the procurement of goods, consulting services, and contracts for infrastructure projects pursuant to RA 9184 and its Implementing Rules and Regulations.

<b>GERARD L. CHAN</b> Undersecretary	<ul style="list-style-type: none"> <li>Procurement Management Service <ul style="list-style-type: none"> <li>a. Procurement Planning and Management Division</li> <li>b. Bids and Awards Committee Secretariat Division</li> <li>c. Contract Management Division</li> </ul> </li> </ul>
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- b. **Office of the Secretary (OSEC).** The foregoing designations notwithstanding, the Secretary shall retain the authority and responsibility for the exercise of the mandate of DepEd, and for the discharge of its powers and functions vested by law, in line with his power of supervision and control over the DepEd<sup>8</sup> and his overall authority over the operations of the DepEd<sup>9</sup>. Accordingly, and in addition to exercising the power to delegate authority to DepEd officials under his directions<sup>10</sup>, the Secretary may place organizational strands, units, and functional areas of responsibility directly under OSEC, as may be deemed necessary in the interest of the service, and for their efficient administration and the proper execution of the laws<sup>11</sup>.

The Secretary shall be assisted by the members of his immediate staff at the OSEC, as follows:

<b>PETER IRVING C. CORVERA</b> Undersecretary	Head of Procuring Entity (HoPE) Senior Personnel Oversight  Internal Audit Service a. Management Audit Division b. Operations Audit Division
<b>FATIMA LIPP D. PANONTONGAN</b> Undersecretary	Chief of Staff Administration and Policy Oversight
<b>GEORGINA ANN H. YANG</b> Assistant Secretary	External Partnerships Service a. International Cooperation Office
<b>CILETTE LIBORO CO</b> Assistant Secretary	Public Affairs Service a. Communications Division b. Publications Division c. Public Assistance Action Center
<b>TRYGVE L. OLAIVAR</b> Undersecretary	Government Relations Field Operations and Infrastructure Oversight
<b>NILO A. ROSAS</b> Assistant Secretary	
<b>ROWENA CANDICE M. RUIZ</b> Undersecretary-designate Detailed from Government Procurement Policy Board- Technical Support Office (GPPB- TSO)	Procurement and Finance Oversight
<b>MARCELINO G. VELOSO III</b> Assistant Secretary	Information & Communications a. Technology Service Solutions Development Division b. Technology Infrastructure Division c. User Support Division

<sup>8</sup> Section 6, Chap.2; Sections 39-40, Chap. 8, Book IV, Rev. Admin. Code.

<sup>9</sup> Section 7, Chapter I, RA 9155

<sup>10</sup> Section 7(8), Chap. 2, Book IV, Rev. Admin. Code (1987).

<sup>11</sup> Id. at Section 7(4), Chap. 2, Book IV.

6. The revised DepEd Reporting Structure (Enclosure No. 1) and the Delegation of Signing Authorities on Human Resource Actions, particularly Office Order (OO) OO-OSEC-2024-197 (Enclosure No. 2), and Clearances of Issuance with the OSEC stated in DepEd Memorandum No. 058, 2024<sup>12</sup> (Enclosure No. 3), shall form an integral part of this Order.

7. In connection with the exercise of their authority, the foregoing officials are enjoined to observe the relevant laws, policies, rules, and regulations to ensure the legality and validity of all their acts performed pursuant to this Order. All DepEd officials and employees shall give their full support and cooperation to the foregoing officials in the exercise of their duties and responsibilities.

8. The foregoing officials and all strands shall continue to be under the supervision and control of the DepEd Secretary through the OSEC.

9. This Order amends specific provisions under DO 001, s. 2023, provided that all other provisions not covered by this Order shall continue to be in effect. However, this Order may be amended or revised, as necessary, by the DepEd Secretary.

10. This Order shall take effect immediately and shall remain in force until further orders. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

11. For more information, please contact the **Bureau of Human Resource and Organizational Development-Organization Effectiveness Division**, 4th Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph).

12. Immediate dissemination of and strict compliance with this Order is directed.

  
**SONNY ANGARA**  
Secretary

Encls.:  
As stated

References:  
DepEd Order (Nos. 001, s. 2003)  
DepEd Memorandum No. 058, 2024

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

AMENDMENT  
AUTHORITY  
BUREAUS AND OFFICES

EMPLOYEES  
OFFICIALS  
POLICY

RULES AND REGULATIONS  
SUPERVISION



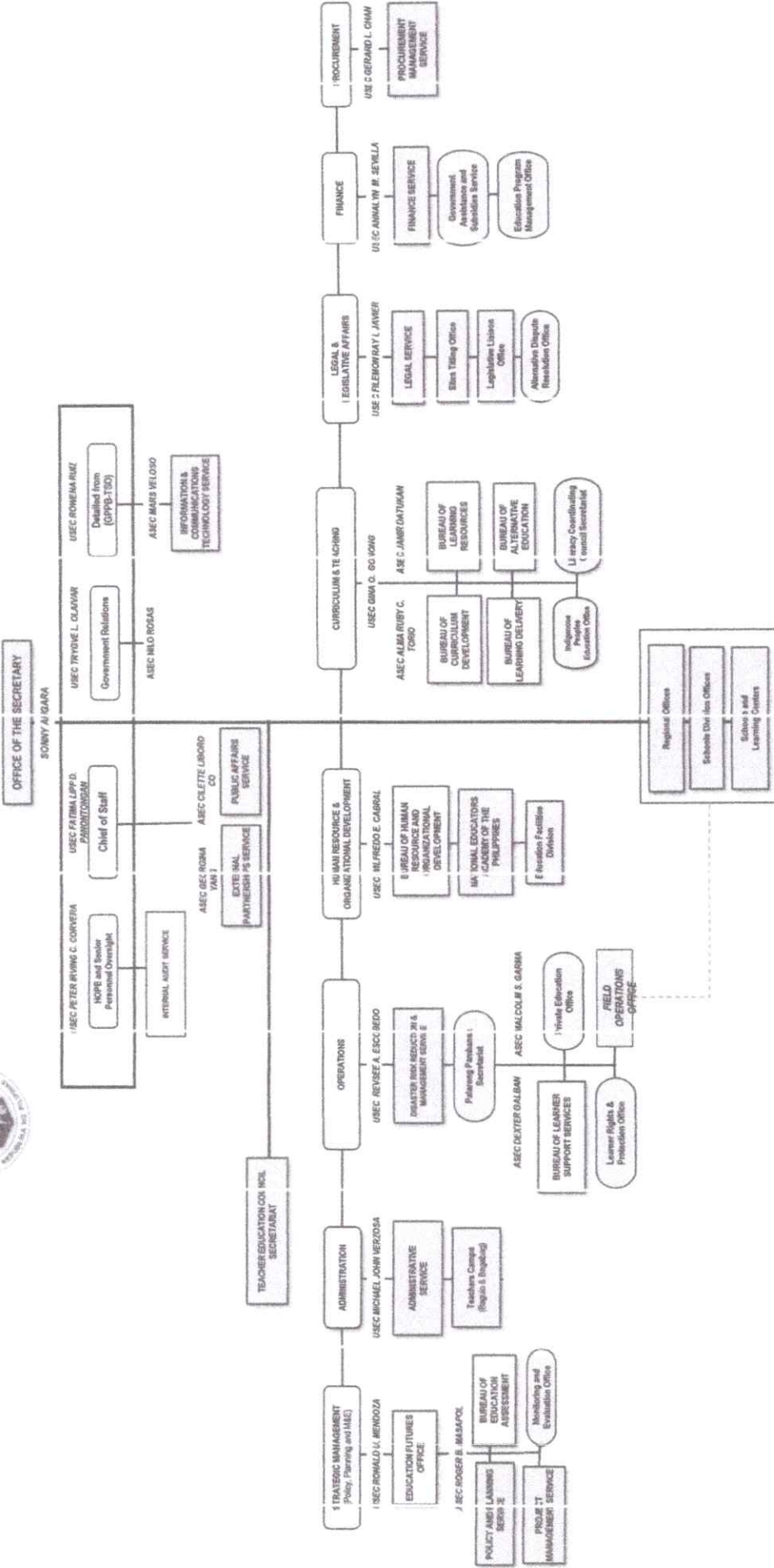
JDMC, MPC, DO Revised Delegation of Undersecretaries and Assistant Secretaries  
0379 – October 15, 2024

<sup>12</sup> Clearance of Issuances with the Office of the Secretary





# DepEd Reporting Structure (as of October 18, 2024)





Republic of the Philippines  
**Department of Education**

AUG 16 2024

OFFICE ORDER  
OO-OSEC-2024-197

**DELEGATION OF SIGNING AUTHORITY ON HUMAN RESOURCE ACTIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Division Chiefs  
All Others Concerned

1. Pursuant to the provisions of the Revised Administrative Code, Republic Act No. 9155, also known as the **Governance of Basic Education Act of 2001**, and other existing laws, the Secretary may delegate authority to the officers and employees under his direction and promulgate the administrative issuances necessary for the efficient administration of the offices under the Secretary and for the proper execution of the laws.
2. In the exigency of service and in order to augment the efficiency of functions and processes of the Department of Education (DepEd), DepEd Order (DO) No. 001, s. 2023, or the Revised Designation of Undersecretaries and Assistant Secretaries to Their Strands and Functional Areas of Responsibilities and Revised Signing Authorities, is partially revised and modified as follows:

Annex C of DO 001, s. 2023	Recommending Approval	Appointing/ Approving Authority
<b>A. Personnel Appointments</b>		
<b>i. Executive Officials</b>		
a. Undersecretary / Assistant Secretary	Secretary	President of the Republic of the Philippines
b. Bureau / Service Directors		
c. Regional Directors (RD), Assistant Regional Directors (ARD), Schools Division Superintendent (SDS), and Assistant Schools Division Superintendent (ASDS)		

<b>ii. Employees and Teaching Personnel</b>		
<b>Central Office</b>		
a. Permanent employees	Undersecretary concerned	Undersecretary for Human Resource and Organizational Development (HROD)
b. Contractual and Coterminous employees	Undersecretary/ Assistant Secretary concerned	
<b>B. Personnel Movements</b>		
<b>i. Designation, Reassignment, and Transfer of DepEd Employees</b>		
<b>Central Office</b>		
a. Undersecretary/ Assistant Secretary	None	Secretary
b. Bureau/Service Directors	Undersecretary concerned and Undersecretary for HROD	Undersecretary (Office of the Secretary [OSEC])
c. Division Chief	Undersecretary concerned and Undersecretary for HROD	Undersecretary (OSEC)
d. Below Division Chief	Undersecretary concerned	Undersecretary for HROD
<b>Field Offices</b>		
e. RD, ARD, SDS and ASDSs	Undersecretary for Operations and Undersecretary for HROD	Undersecretary (OSEC)
* The provisions under <i>B.i</i> apply to both regular designations and those as officer-in-charge.		
<b>C. Official Foreign Travel</b>		
<b>Central Office</b>		
a. Undersecretary and Assistant Secretary	None	Undersecretary (OSEC)
b. Bureau/Service Directors	Undersecretary concerned	
c. Offices/Units/Staff Complement-OSEC	None	



<b>D. Official Local Travel</b>		
<b>Central Office</b>		
a. Undersecretary and Assistant Secretary	None	Undersecretary (OSEC)
b. Bureau/Service Directors	None	Undersecretary concerned
c. Offices/Units/Staff Complement-OSEC	None	Undersecretary (OSEC)
<b>E. Personal Foreign Travel</b>		
<b>Central Office</b>		
a. Undersecretary and Assistant Secretary	None	Undersecretary (OSEC)
b. Bureau/Service Directors	Undersecretary concerned	
c. Office of the Secretary	None	

3. All recommendations, approvals, and appointments to be made and signed by the Secretary pursuant to Annex C, DO 001, s. 2023, and the above amendments thereto, are delegated to **Usec. Peter Irving C. Corvera, Office of the Secretary.**

4. Nothing in this Order shall preclude the Secretary from signing any of the foregoing appointments and approvals, if necessary, in the interest of the service.

5. This Order partially amends DO 001, s. 2023, particularly Annex C thereof. All other provisions stated therein that are not inconsistent with this Order shall remain in effect. Additionally, other related issuances, rules, regulations, and provisions that are inconsistent with this Order are modified, amended, or repealed accordingly.

6. This Order shall take effect immediately and shall remain in force until superseded, in order to ensure continuity in the rendition of public service by the Department.

7. Immediate dissemination of this Order is directed.



  
**SONNY ANGARA**  
 Secretary



Republic of the Philippines  
**Department of Education**

OCT 04 2024

DepEd MEMORANDUM  
No. 058, s. 2024

**CLEARANCE OF ISSUANCES WITH THE OFFICE OF THE SECRETARY**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To ensure proper coordination and compliance with the policies of the Department of Education (DepEd), the following types of issuances directed to Regional Directors, Schools Division Superintendents, School Heads, or other stakeholders must be cleared with the Office of the Secretary (OSEC) prior to dissemination:

- All budget-related issuances;
- All procurement-related issuances;
- Guidelines that amend or repeal existing DepEd orders or memoranda; and
- Announcement of new policy guidelines, whether internal or from other government agencies (e.g., DOH guidelines on school-based immunization).

2. In the exigency of service, the following officials are hereby authorized to give clearance to these issuances on behalf of OSEC:

- Undersecretary Fatima Lipp D. Panontongan;
- Undersecretary Peter Irving C. Corvera; and
- Undersecretary Trygve L. Olaivar.

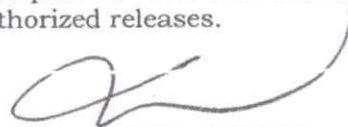
ICT-related issuances should also be cleared by Assistant Secretary Marcelino G. Veloso III.

3. For all other issuances not listed under paragraph 1, provide the Office of the Secretary with a copy for information at least five (5) days prior to release, unless it is an urgent issuance requiring immediate dissemination. In the latter case, the same shall be furnished as soon as practicable.

4. DO 001, s. 2023, OO-OSEC-2024-197, and all other DepEd Orders, Memoranda, related issuances, rules, regulations, and provisions that are inconsistent with this Memorandum are modified, amended, or repealed accordingly.

5. Immediate dissemination of and strict compliance with this Memorandum is directed to avoid any miscommunication or unauthorized releases.



  
**SONNY ANGARA**  
FL Secretary

