



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

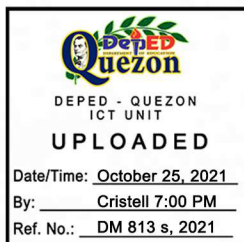
19 October 2021


DIVISION MEMORANDUM
DM No. 813, s. 2021

REMINDERS ON DUTIES AND RESPONSIBILITIES OF SCHOOL HEADS

To: OIC - Assistant Schools Division Superintendents,
Elementary and Secondary School Heads,
Public Schools District Supervisors,
All Others Concerned

1. Pursuant to Republic Act 9155 also known as Governance of Basic Education Act of 2001, School Heads shall have the authority, accountability, and responsibility for administering and managing all personnel, physical and fiscal resources of the school. However, there are continuing concerns and clarifications from field with regards to some Administrative and Human Resource (HR) processes, which can be acted upon at the level of School Heads as one of their vital roles.
2. Hence, this Office would like to remind all School Heads to religiously do their part on checking and validating administrative and HR related documents before forwarding the same to concerned section/unit for further processing.
3. Enclosed herewith is the list of the Administrative and HR related processes, as identified and discussed with the Public Schools District Supervisors, conformance to the agreement in the previous Top Management Meeting with Quezon District Supervisors Association (QUEDSA) last October 4, 2021.
4. Immediate dissemination of this Memorandum is desired.




ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

OSDS10/19/2021

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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Enclosure to DM No. 813, s. 2021

Document/ Process	Reminders to School Heads
1. Indorsement for Transfer	All request for transfer of school personnel shall be endorsed and signed by School Heads conforming their knowledge on the movement/mapping of transfers of their teachers, guided by D.O.66 s. 2007 and D.O. 22 s. 2013
2. Recommendation letter for appointment	As reference of HR, School Heads attach their duly signed recommendation letter on the pertinent documents of personnel for appointment.
3. Issuance of 1st Day of Service	School Heads are in-charge on issuance of the 1 st day of service of all teachers and non-teaching reporting to their school.
4. Signing in recommendation for approval on Form 6 of Personnel (Teaching and Non-Teaching)	As per CSC Form 6 revised template, the principal may sign the "recommending for approval" of Personnel (Teaching and Non-Teaching) who will file their leave of absence.
5. Signing in recommendation for approval in Special Orders such as Return to Duty and Service Credits	As the immediate head of teachers, school heads should be the recommending approval for their personnel returning to duty and in claiming service credits.
6. Checking of Alternative Work Arrangement (AWA) for teachers and assigned non-teaching personnel	School Heads as the head of office of their respective schools shall monitor and assess the IDLAR and work arrangement of their personnel as per DepEd Order No. 11 s. 2021 Revised Guidelines on Alternative Work Arrangement (AWA),
7. School Annual Implementation Plan (AIP) and Work and Financial Plan (WFP) preparation and review	Preparation of School AIP and WFP is one of the critical roles as School Heads and shall be carefully crafted and reviewed as the head of school/office.
8. Signing in Clearances as immediate head of teachers and assigned non-teaching personnel	As the immediate head of teachers and assigned non-teaching personnel in their respective schools, School Heads shall sign their clearance as one of their accountabilities.
9. Monitoring and Updating of LIS/EBEIS	As the head of schools, the LIS/EBEIS should be always monitored and updated as your basis in decision-making. Accuracy of data in the LIS/EBEIS is the accountability of School Heads. (See also D.O. 27 s. 2019)
10. Other tasks	Please be guided accordingly by the R.A. 9155, Governance of Basic Education Act of 2001 and other issuances.

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