



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Sudlon, Lahug, Cebu City



October 7, 2016

DIVISION MEMORANDUM

NO. 635, s. 2016

Requiring All Chiefs and Section/Unit Heads the Posting or Display of the Organizational Chart/s of Each Division/Section/Unit including Schools/District Offices Based on the Rationalization Implementation

**TO: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
District/Unit/Section Heads
Elementary/Secondary School Heads
All Concerned**

1. The office hereby informs all concerned such as the **Chiefs/Section/Unit/District or School Heads** to post or display their respective organizational charts/structure including the pictures and names of each staff/personnel performing such functions based on his/her position classification in a conspicuous location of each district, school, office, unit or section.
2. Organizational charts must clearly **delineate line and staff functions**. Straight lines in bold characters must indicate **direct control** or supervision while dotted lines must indicate the staff function or **line of coordination**. Ancillary duties must be indicated with **dotted** or broken lines.
3. **Chiefs and/or districts, schools, unit/section heads** who displayed already their respective organizational charts must review or revise a new one based on the new **rationalization implementation** and **RA 9155** otherwise known as “**Governance of Basic Education Act of 2001.**”
4. Schools or unit/section heads who are in **doubt** as to the correctness of their respective organizational structures/charts may submit the draft copies to **Dr. Ester A. Futralan** for further comment and review.
5. Copies of organizational charts from elementary/secondary schools must be submitted to the respective district supervisors for record purposes while copies of each division/section or unit in the **Division** must be given to the **HRD Office c/o Dr. Victor A. Ybanez**.
6. For further reference, the following are the different divisions, section or units in the Division Office under the new rationalization implementation:
 - 6.1 **Office the SDS:**
 - a) Office/s of the ASDSs;

- b) Finance;
 - b.1 Accounting;
 - b.2 Budget;
- c. Administrative;
 - c.1 Cash;
 - c.2 Personnel;
 - c.3 Records;
 - c.4 Property & Supply;
 - c.5 General Services;
- d. Legal;
- e. ICT;

6.2 Curriculum Implementation Division (CID):

- 6.2.1 Learning Resource Management Section;
- 6.2.2 Instructional Management Section;
- 6.2.3 District Instructional Supervision Section;

6.3 Schools Governance & Operations Division (SGOD):

- 6.3.1 School Management Monitoring & Evaluation Section;
- 6.3.2 Social Mobilization and Networking Section;
- 6.3.3 Planning & Research Section;
- 6.3.4 Human Resource and Development Section;
- 6.3.5 Education Facilities Section;
- 6.3.6 School Health Section (Medical/Dental/Nurses Unit); and

6.4 Schools/Learning Centers.

7. Organizational charts must be posted or displayed in the respective offices on or before **October 14, 2016 (Friday)**.

8. Wide dissemination and strict compliance of this Memorandum is hereby requested.


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent