OMNIBUS RULES GOVERNING SCHOOL AND OFFICE OPERATIONS

To: Assistant Schools Division Superintendents
    Education Program Supervisors/Coordinators
    Public Schools District Supervisors
    Elementary/Secondary School Heads and Teachers
    Section/Unit Heads
    Division Office and School Personnel

1. In keeping with the goal of this Division to provide an efficient and effective delivery of quality educational services and in consonance with existing Civil Service Laws, RA 6713 (Code of Conduct and Ethical Standards for Public Officers and Employees), DECS Service Manual 2000, and the RA 9155 and other existing Department Issuance, this Office hereby reiterates and directs the implementation of the following rules to govern an effective and efficient public service delivery in the operations of schools and offices in the Division of Camarines Sur to wit:

1.1 Anchored on the objectives of Project SMILE (Serbisyong Maayos at Mabilis Ilay Lagi sa Edukasyon), all personnel in the different sections in the Division Office, cascading to the school, are expected to provide services to the clients with utmost courtesy and respect, efficiency, sincerity and transparency adhering to the provisions of the Anti-Red Tape (ARTA) Law.

1.2 In an aim to promote efficiency in transactions, a “333 Strategy” shall be adopted spelling out the time in responding to the concerns: 3 minutes for routine concerns, 3 hours for concerns which actions need decisions of the head of office and 3 days for concerns that involve legal matters. This strategy shall include among other things concerns in office administration, personnel action, financial concerns.

1.3 OFFICE ADMINISTRATION

1.3.1 Alternate signatories shall be designated so as not to impede transactions in cases that the major signatory is out of office for official business

1.3.2 Prompt action from the concerned official/employee/section head shall be provided to clients in the Division Office and in schools and who should never be left unattended due to deficiencies until concerns have been responded. In cases where needed information and document can be obtained in the office and are available, efforts should be exerted by the concerned responding official/employee.

1.3.3 For services needing documentary requirements, sufficient information and a complete list of requirements should have been provided by the concerned office to the clients for speedy, effective and efficient transaction (liquidation, appointment, etc.)

1.3.4 In line with the objectives of an efficient delivery system, all sections/units shall post the work flow chart in a conspicuous place within the premises of the concerned section/unit to guide the client on the required transactions.
1.3.5 On Travel

1.3.5.1 Monthly Plan of Activities and Itinerary of Travel shall be prepared and submitted by all unit heads and personnel, EPS/Coordinators, PSDSs and school heads. Said document will serve as authority to travel and to be attached to the claim for payment of travel. However, the same document shall be approved prior to the conduct of travel specifically at the end of the preceding month together with the accomplishment report for the current month. In cases of deviation of travel, a separate travel authority shall be secured from the appropriate approving authority.

1.3.5.2 For travels within this Division, authority to travel of teachers shall be approved by the school head while authority to travel of school head shall be approved by the PSDS. Travel of teachers within the district shall be approved by the school head and noted by the district. All travel authority for all officials and personnel outside this Division shall be approved by the SDS recommended by the ASDS In-charge.

1.3.5.3 For any transaction in the Division office by teachers, a locator slip shall be required approved by the school head. For travels within the district, locator slip shall be noted by the PSDS.

1.3.6 On Transfer

1.3.6.1 As a matter of policy, requests for transfer shall be submitted to the district office and whose recommendatory action shall be taken by the district selection committee. Said request shall then be forwarded to the ASDS In-charge who will in turn recommend approval of the SDS.

1.3.6.2 Request for transfers from one district to the other district within this Division shall be appropriately acted upon by the Division Office and shall be approved by the SDS.

1.3.6.3 A 5 year-minimum residency in the place of assignment is set as a basis for transfer. However, in the exigency of service, other criteria shall be considered by the Division Office to warrant a justifiable movement and transfer of assignment. In no case however that incompetence and inefficiency could be considered as bases for transfer of teachers and school heads to a nearer school.

1.3.6.4 As a matter of policy, permanent residents of the place where school with vacancy exists shall be extended priority for transfer.

1.3.6.5 Deployment plan prepared by the district selection committee shall be required and submitted to the Division office as reference for effecting transfer and assignment of teachers and school heads.

1.3.7 On Performance

1.3.7.1 A monthly executive report as required of all school heads, district supervisors and EPS shall be submitted to the ASDS In-charge. Reports of school heads shall be submitted to the district office which in turn will consolidate the same and shall submit the consolidated report to the ASDS In-charge, providing necessary recommendations based on the report. Reports of EPS shall be submitted directly to the ASDS In-charge.
Annual accomplishment reports of schools shall be submitted to the district. The district office through the ASDS shall then consolidate the reports capturing all the significant information and providing necessary recommendations. District consolidated reports shall then be submitted to the concerned area supervisor who will then provide the office of the ASDS In-charge of necessary recommendations.

1.3.7.3 Submission of PAST and PASSA shall be attached with a transmittal by position such as MTs, Teachers and School Heads. PASDS of district supervisors and education program supervisors and coordinators shall be submitted directly to the ASDS In-charge.

1.3.7.4 Performance of Teachers, HTs, Principals, PSDSs with very satisfactory rating shall be approved by the ASDS by authority of the SDS. However, for performance with outstanding rating, necessary supporting documents shall be attached and shall be approved by the SDS.

1.3.8 On Teaching Load of School Heads

1.3.8.1 Anent to existing guidelines head teachers and principals shall have teaching loads however, in cases that there are enough teachers in the school, head teachers and principals may not get teaching loads and shall focus on intensive instructional supervision and monitoring.

1.3.9 On Filling-up of Vacancies

1.3.9.1 This Division shall adhere fully to the provisions of DepEd Order No. 12, s.2012 in hiring new teachers to fill up vacancies. It shall therefore adhere to the full utilization of Registry A,B,C and D respectively.

1.3.9.2 As a matter of policy, localization applies if an applicant who is a permanent resident of the barangay where the school is located exists. However, in the event that no applicant who is a permanent resident exists, RQA prevails. In case of 2 or more permanent residents, ranking prevails.

1.3.9.3 For secondary level, in filling-up vacancies, the first consideration shall be major/subject specialization, second consideration is localization and third consideration is ranking.

1.3.10 On MOOE and Liquidation

1.3.10.1 Cash Advance for MOOE of schools shall be granted on a monthly basis. Liquidation of cash advance shall also be on similar basis. However, release of other grants shall not be affected solely on the basis of unliquidated school MOOE.

1.3.11 On Procurement

1.3.11.1 Procurement in the division and in schools shall always be in accord with the provisions of RA 9184 (Government Procurement Act)

2. All schools are hereby directed by this Office to properly acknowledge through a letter upon receipt of this Memorandum stating therein, its commitment to comply with the provisions stated not later than April 20, 2012.

3. Immediate dissemination and compliance with this Memorandum is desired.

GILBERT T. SADSA
Schools Division Superintendent