



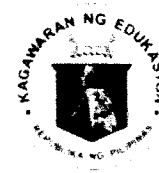
Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



December 16, 2016

**DIVISION MEMORANDUM**

No. 832 s. 2016

**CREATION OF A SPECIAL CONCERNS UNIT, OFFICE OF THE SECRETARY**

**TO : Assistant Superintendent  
Division Supervisors/Coordinators  
District Supervisors/OIC's  
Elementary and Secondary School Heads**

1. For the information and guidance of all concerned, enclosed herewith is Regional Memorandum No. 0781 s. 2016 entitled "**Creation of a Special Concerns Unit, Office of the Secretary**".
2. For more details, refer to the attached Memorandum.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**RHEA MARIA ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent 

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City




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REGIONAL MEMORANDUM  
No. 0781, s. 2016

**Creation of a Special Concerns Unit, Office of the Secretary**

**TO: All Schools Division Superintendents/OICs  
All Others Concerned**

1. For the information and guidance of all concerned, enclosed is DepEd Memorandum No. 205, s. 2016, regarding the Creation of a Special Concerns Unit, Office of the Secretary.
2. Attention is invited to paragraphs 1 and 2 of the said DepEd Memorandum. This unit is created to assist the Assistant Secretary and Chief of Staff in handling special programs and projects of Secretary Leonor Magtolis Briones.
3. Immediate dissemination of this Memorandum is enjoined.

  
**JULIET A. JERUTA**  
Director III  
OIC-Regional Director

RD  
ARV

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Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”*



Republic of the Philippines  
**Department of Education**

28 NOV 2016

DepEd MEMORANDUM  
No. **205**, s. 2016

**CREATION OF A SPECIAL CONCERNS UNIT, OFFICE OF THE SECRETARY**

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

1. In the exigency of the service, a **Special Concerns Unit** is hereby created to assist the Assistant Secretary and Chief of Staff in handling special programs and projects assigned by **Secretary Leonor Magtolis Briones** which are aligned with her vision and agenda, as well as, the policy directions of the President.
2. The Special Concerns Unit shall be headed by **Demetria L. Manuel, MNSA, Director III** of the Department of Education (DepEd), under the direct supervision of **Atty. Nepomuceno A. Malaluan, Assistant Secretary and Chief of Staff**. The technical and administrative support staff shall be detailed from available and existing personnel within DepEd, and augmented by two Contracts of Service personnel.
3. The Special Concerns Unit started operations on September 1, 2016 with the following functions:
  - a. Provide assistance to the Office of the Assistant Secretary and Chief of Staff in handling special programs and projects as assigned by the Secretary;
  - b. Provide budget for identified programs and projects for the Unit;
  - c. Coordinate with various DepEd officials, staff and stakeholders for collaboration and other pertinent concerns for efficient implementation of the programs and projects;
  - d. Conceptualize and develop detailed project plans, as well as monitoring and evaluation mechanism for the programs and projects;
  - e. Implement, monitor and evaluate the programs and projects;
  - f. Provide information and submit reports to the Assistant Secretary and Chief of Staff; and
  - g. Organize meetings in relation to the programs and projects.
4. All necessary expenses relative to the functions of the Unit such as conferences, meetings, board and lodging, traveling expenses, payment of extra essential services and other incidental expenses are chargeable to OSec Funds, subject to the usual accounting and auditing rules and regulations.

5. The Unit is hereby authorized to call on any Unit or Office or person to ensure effective and efficient implementation of the programs and projects assigned by the Secretary.
6. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:  
None

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

ASSIGNMENT  
OFFICIALS  
PROGRAMS  
PROJECTS  
UNITS

SMMA, DM Creation of a Special Concerns Unit  
0684 - November 28, 2016