





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

DESIGNATION ORDER

OSD-2024-002

TO : OIC-Asst. Schools Division Superintendent
Chief Education Supervisors-SGOD & CID
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **SUSAN DL. ORIBIANA**
Schools Division Superintendent 

SUBJECT : **DESIGNATION ORDER OF KARINA R. BAUTISTA AS
OFFICER-IN-CHARGE OF THE SEPS FOR RESEARCH IN SGOD-
SDO LUCENA**

DATE : January 12, 2024

1. Concurrent to her position as **Education Program Supervisor** of the Schools Division Office of Lucena City, **KARINA R. BAUTISTA** is hereby designated as the OIC-SEPS for Research in the SGOD effective January 15, 2024. As such, she shall perform the following functions:
 - a. Planning Frame, Systems and Plans
 - Provide technical inputs and support to the crafting of the first draft of the School Division's Strategic and Operational Plans (6-year DEDP and SDO annual work and financial plans) to facilitate the crafting of the plan for the Schools Division.
 - Prepare the final draft of the school division's strategic plan (DEDP) based on output of the Division Planning Team for review of the Chief of Governance and Operation and approval of the SDS.
 - Prepare the final draft of the Annual Implementation Plan and subsequent adjustments based on the output of the Division Planning Team for review of the Chief Governance and Operation and approval of the SDS.
 - Develop approach and method for monitoring and evaluating the implementation of the planning system at the Schools Division Office and in schools and learning centers towards continuous improvement of the system.

- Assess reports and data gathered on the planning system and submit recommendations for policy formulation on matters relevant to the education planning system, planning standards and criteria, and planning processes based on action research.
 - Coordinate preparation by the Planning Team of the Annual Accomplishment Report against plans of the schools division for submission to the management of the schools division.
- b. Research
- Prepare the division research agenda based on Basic Education Research Fund (BERF) standards.
 - Monitor the implementation of the approved Division research agenda.
- c. Basic Education Information System (E-BEIS) Maintenance and Report Generation
- Prepare descriptive and analytical reports of processed basic education data and its implications, to be used as basis for facts-based and data driven planning and decision making.
 - Consolidate, analyze, and validate requirements of schools and learning centers as basis for reliable and accurate resource allocation.
 - Lead in designing, coordinating, and implementing policy and planning research studies as identified by M&E reports, TA reports, the management of the schools division, schools and learning centers.
- d. Technical Assistance
- Provide technical assistance to schools and learning centers by responding to the identified needs in relation to planning and other matters on governance and operations.
2. As such, she is to continue her present duty and it is understood that this special assignment does not have an increase in her salary.
3. Immediate dissemination and strict compliance with this Order is directed.

Confirmed:

KARINA R. BUATISTA
Education Program Supervisor

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