April 16, 2021

DIVISION MEMORANDUM
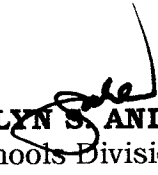No. 118, s. 2021

PROVISION OF TECHNICAL ASSISTANCE (TA) USING SOFT SKILLS TO SCHOOL ADMINISTRATORS WITH UNLIQUIDATED CASH OBLIGATIONS

To: Assistant Schools Division Superintendent
        Chiefs, CID and SGOD
        Education Program Supervisors and Specialists
        Public Schools District Supervisors
        Identified School Heads as Members of District Committee
        Division Administrative Personnel / Staff
        All Others Concerned

1. Republic Act 9155, known as Governance of Education Act of 2001, specifically Chapter 1, Section 7, Paragraph C, provides the duties, powers, and functions of the division office as stipulated in Item 2 which states that the Division Superintendent shall have the authority, accountability, and responsibility in planning, and managing the effective and efficient use of all personnel, physical and fiscal resources of the division including professional staff development. It also includes monitoring the utilization of funds provided by the national government and the local government units to the schools and learning centers as indicated in item 4. Moreover, the district supervisor and the school head can perform other functions as may be assigned by proper authorities, as provided in Paragraph D, Item 3, and Paragraph E, Item 12.

2. Republic Act 9184, also known as Government Procurement Reform Act governs and regulates all procurement activities of government offices including public elementary and secondary schools.

3. It is one of the fundamental duties and responsibilities of the division and district level officials to provide TA in adherence to the mentioned legal bases to identified school heads for them to liquidate cash obligations.

4. In providing TA, the division personnel and the members of the district committee are directed to optimally utilize **soft skills** to capture the affective dimension of both the TA providers and the identified school heads which will hopefully enhance teamwork, cooperation, and esprit de corps among the personnel in the school, district, and division levels.

5. Division Consultant and the District Committee are expected to assist at least three schools per month starting April 2021. It means that not less than three schools in every district are expected to completely liquidate all cash obligations, until all identified school heads have liquidated their cash obligations, as checked and affirmed by the division office.

6. The Division Office shall closely track the accomplishments of the consultant and the district committee as one of the bases in recognizing the performances of all concerned.

7. All District Supervisors together with the members of their respective district committees are directed to immediately start providing TA to the identified school heads. They are enjoined to use the template hereto attached to track the development of the TA provided.

8. The Division Accountant is also directed to provide list of school heads with unliquidated cash obligations to the office of ASDS Anelito A. Bongcawil on or before April 20, 2021.

9. For guidance and strict compliance.

MARILYN S. ANDALES, EdD, CESO V
Schools Division Superintendent

STATUS OF UNLIQUIDATED CASH OBLIGATIONS OF SCHOOL HEADS PROVIDED WITH TA USING SOFT SKILLS

District of: _____

As of _____
Month and Year

School Head	School	Cash Advance			Cash Advance			Cash Advance		
		Amount	Month and Year	*Status	Amount	Month and Year	*Status	Amount	Month and Year	*Status

*Indicate as: documents on process; liquidation received by DO; documents to be submitted on (indicate month and date); ongoing TA; etc.

_____	_____	_____
Chair	Member	Member

_____	_____	_____
Member	Member	Member

_____
Division Consultant