



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

OFFICE MEMORANDUM No. 013

To: Dr. Pablito D. Villalon, ESP I-English, Focal Person/Manager
Dr. Lope Hubac EPS I- Values, Technical Director
Dr. Susana J. Limbago – Principal I, Production Supervisor
Ms. Herlyn Ducot – Teacher II, Broadcaster, Janlud ES
Mr. Lenjun M. Boiser – Teacher III, Shooter/Editor, San Roque HS, Albur
Mr. Felix Anasco Jr. – Teacher II, Shooter/ Lights and Sounds, Inabanga HS
Mr. Alvin A. Jabilles T-II, Musical Scorer, Baclayon CES
Mr. Fernando B. Enad – T-II, Illustrator/Graphic, San Agustin NHS
Mr. Jan Jay Kyl Borja – ADAS II, Editor, E. V. Amores HS, Sagbayan
Miss Melody Joy Rabina - ADA VI – Assistant Editor/Graphic, SDO

Subject: **Composition of Division Teacher-Broadcasters for SY 2020-2021**

Date : September 18, 2020

1. In the exigency of the service and in view of the implementation of the TV-Video/Radio-based Instruction learning delivery modality, you are hereby advised to constitute as Division Teacher-Broadcasters Team for SY 2020-2021, effective immediately.
2. You are further directed to perform the duties and responsibilities and other applicable provisions stated in the attached Memorandum Nos. DM-PHROD-202-00294, QUA MEMO 000920-0098 and such other related functions as may be assigned to you by the Schools Division Superintendent.
3. The Team is responsible to coordinate with our Local TV and Radio-based Programs and other DepEd related broadcasting activities in the Province.
4. It is understood that a proper coordination with your respective school head/PSDS regarding the schedules and specific tasks to ensure that the function in the school is not any way affected.
5. This is to authorize the team to conduct video shooting and taping in the different schools district offices in this division subject for the approval of travel trip tickets.
6. Please be guided accordingly.


BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent



0050 Lino Chatto Drive Barangay, Cogon, Tagbilaran City, Bohol
Tel Nos.: (038) 412-4938; (038) 411-2544 (038) 501-7550
Telefax: (038) 501-7550 email add: deped.bohol@deped.gov.ph





Republika ng Pilipinas
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OUA MEMO 00-0920-0098

MEMORANDUM

10 September 2020

**For: Regional and Assistant Regional Directors
 Schools and Assistant Schools Division Superintendents
 CLMD/CID, ESSD/SGOD Chiefs
 Regional and Division Focal Persons on TV/Radio Lessons
 Principals, School Heads, PSDS, and Teachers**

**Subject: FINAL SELECTION OF THE TEACHER-BROADCASTERS
 (BATCHES 1 & 2)**

In line with OUA Memorandum 00-0820-0067 dated 12 August 2020 announcing the tentative list of 1st and 2nd Batches of Teacher-Broadcasters and their Training, the Office of the Undersecretary for Administration (OUA) hereby announces the **FINAL LIST** of the 1st & 2nd Batches of Teacher-Broadcasters.

Please be guided by the following Annexes for ready reference:

- Annex A: Final List of DepEd Teacher-Broadcasters for TV and TeleRadyo as of 08 September 2020**
- Annex B: DepEd TV Channel Remote Teacher-Broadcasters and Production Team**
- Annex C: Final List of DepEd TV Production Team (Illustrators, GFX Artists, and Composers) as of 09 September 2020**

The teachers and personnel listed in Annexes A, B and C are hereby **reassigned as Teacher-Broadcasters** for SY 2020-2021 to the DepEd Central Office Information and Communications Technology Service (CO-ICTS) in accordance with **OUPHROD Memorandum 2020-00294** dated August 27, 2020 defining the parameters and guidelines in the engagement of teacher-broadcasters. A copy of the memorandum is hereby attached as **Annex D** for reference of all concerned.

The nature of work of the Teacher-Broadcasters shall commensurate as **regular teaching load**, as prescribed in Republic Act No. 4670 or the *Magna Carta*.



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Office of the Undersecretary for Administration (OUA)

*Administrative Service (AS), Information and Communications Technology Service (ICTS),
 Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support
 Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)*

Department of Education, Central Office, Meralco Avenue, Pasig City
 Rm 519, Mabini Bldg; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
 Email: oua@admin.deped.gov.ph; Facebook/Twitter @depedtayo



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Tanggapan ng Pangalawang Kalihim
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MEMORANDUM
 DM-PHROD-2020-00294

TO: Regional Directors
 Assistant Regional Directors
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Division Chiefs
 School Heads
 All Others Concerned

FROM: 
 JESUS L.R. MATEO
 Undersecretary

SUBJECT: *Reassignment of Teacher-Broadcasters for SY 2020-2021*

DATE: 27 August 2020

In line with the issuance of OUA Memo 00-0820-0067 dated August 12, 2020, releasing the list of **1st and 2nd Batches of Selected Teacher-Broadcasters** for DepEd TV, DepEd Radio, and DepEd Teleradyo that will take part on the implementation of the TV-Video/Radio-based Instruction (TV-Video/RBI) learning delivery modality, the following parameters and guidelines shall be observed and adopted in the engagement of said teacher-broadcasters:

A. Nature of Engagement and HR Procedural Guidelines

1. The qualified teaching personnel selected as Teacher-Broadcasters shall be engaged through **reassignment¹** to **DepEd Central Office Information Communication and Technology Service (CO-ICTS)**, in accordance with the Civil Service Commission (CSC) Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and other applicable CSC rules and laws, such as Republic Act (R.A.) No. 4670 or the Magna Carta for Public School Teachers, and subject to the approval of the Schools Division Superintendent (SDS) as the Head of Office of the teacher's original station.

- a. In processing the reassignment of qualified Teacher-Broadcasters, the concurrence of the SDS being the Head of Office in the original station shall be required based

¹ Reassignment — movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

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 DM-PHROD-2020-00294

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on the list released by the Office of the Undersecretary for Administration. Succeeding batches of qualified teacher-broadcasters may be released, as necessary.

- b. Upon concurrence of the SDS, the appropriate reassignment papers (Special Order) shall be processed and facilitated by the Schools Division Office (SDO) concerned and approved by the SDS. Details of the reassignment paper shall include the following:
 - i. Name of personnel
 - ii. Original station
 - iii. Receiving office
 - iv. Place of Assignment
 - v. Duration of Reassignment
 - vi. Provision on the salary and benefits
 - vii. Provision on renewal of reassignment within one (1) year; and
 - viii. Other provision and/or instruction, as necessary/applicable.

 - c. The salary and benefits of the reassigned teaching personnel shall still be drawn from the SDO where their plantilla item is lodged. Other miscellaneous expenses, such as travel, board and lodging (as needed), and communication expenses, shall be charged to the funds of CO-ICTS, subject to applicable accounting and auditing rules and regulations.
2. The overall supervision of the Teacher-Broadcasters reassigned to the CO-ICTS shall be under the Office of the Undersecretary for Administration (OUA), through the ICTS - Office of the Director.
 - a. Being the receiving office and supervising authority, the CO-ICTS, through the OUA, shall coordinate with the SDOs, schools or community learning center (CLC), and personnel concerned, and release official issuances/communications on relevant instructions and detailed information to include those indicated in **Part A, Item 1(b)** of this Memorandum and other matters, such as but not limited to the following:
 - i. Terms of Reference or detailed Job Description
 - ii. Orientation and Training
 - iii. Operations and Implementation Details
 - iv. Work arrangements
 - v. Reporting mechanisms
 - vi. Collaboration and partnerships with other offices under Curriculum and Instruction in the Central, Regional and Schools Division Office

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B. Effectivity/Duration of Engagement (Reassignment)

The reassignment of the Teacher-Broadcasters shall be six (6) months to one (1) year, depending on the specific engagement and function of each teacher-broadcaster. The CO-ICTS, through OUA, shall clearly communicate the exact period of engagement to the SDOs, school/CLC, and personnel concerned, subject to the approval of the SDS.

- a. The duration of reassignment of teacher-broadcasters shall be at least six (6) months. Extension of reassignment after the 6-month period may be allowed, subject to the approval of the SDS, **provided** that the total duration of the reassignment after such extension shall not exceed one (1) year pursuant to Section 13.a of the CSC ORAOHRA.
- b. In cases wherein the teacher-broadcaster has completed the preparation and recording of audio and video episodes prior to the expiration of their reassignment period as indicated in the Special Order, they may return to their original station through a return-to-post memorandum from CO-ICTS transmitted to the SDS.

C. Duties and Responsibilities of Teacher-Broadcasters

The teacher-broadcasters shall teach subjects before cameras and microphones for video and audio episodes which will be broadcasted nationwide DepEd TV, DepEd Radio, and DepEd Teleradyo. Specific duties and responsibilities of the Teacher-Broadcasters shall be guided by the OUA Memorandum No. 720-0053 and supplemental memorandum for issuance of OUA.

In light of the implementation of the Basic Education - Learning Continuity Plan (BE-LCP) starting SY 2020-2021, it is understood that the nature of work of the Teacher-Broadcasters **shall commensurate as regular teaching load**, as prescribed in RA No. 4670 or the *Magna Carta for Public School Teachers*, within the period of their reassignment.

D. Work Arrangement, Attendance, and Performance Monitoring

The work arrangement of reassigned personnel shall be set and agreed upon between the concerned teacher-broadcaster and the head of the CO-ICTS as the supervising authority, in accordance with DepEd Order (DO) No. 011, s. 2020 on the *Revised Guidelines on Alternative Work Arrangements in the Department of Education during the Period of State of National Emergency due to COVID-19 Pandemic*.

Subsequently, the provisions of the DO No. 011, s. 2020 under the performance monitoring and attendance mechanism shall apply. The teacher-broadcaster's performance targets and expected outputs for each week shall be agreed upon by the personnel concerned and the supervising

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authority. The Individual Daily Log and Accomplishment Report shall be the basis of attendance and performance monitoring and assessment by the head of receiving office.

In cases when the teacher-broadcaster is required to report on-site or physically in any DepEd office (CO, RO, SDO), school or community learning center (CLC) in the performance of their duty, the teacher-broadcaster shall be considered part of skeleton workforce performing essential/critical services. Subsequently, such on-site/physical reporting shall subject to the applicable provisions of DO No. 11, s. 2020 and entitled to allowable compensation and benefits attached to it.

In view of travel restrictions due to existing community quarantine, the CO-ICTS may set-up production sites in DepEd field offices, schools, and CLCs, as may be necessary. Teacher-broadcasters may be assigned to physically report to these production sites, provided that the following parameters are observed:

1. There is proper coordination between and among CO-ICTS and the DepEd field office/school/CLC where the production site will be located. CO-ICTS shall facilitate the setting-up of the production site.
2. There is prior and proper coordination between and among CO-ICTS, the DepEd field office/school/CLC, and the teacher-broadcaster concerned on the attendance and performance monitoring.
3. Regular work in the DepEd field office/school/CLC is not in any case disrupted.
4. Stringent physical distancing and minimum public health and safety protocols are strictly observed.

E. Overtime Services, Leaves and Other Benefits

Considering that the functions to be performed by teacher-broadcasters are considered regular teaching load in accordance with Part C, Paragraph 2 of this Memorandum they shall be entitled to the usual remuneration and other benefits due to teachers, as may be applicable pursuant to existing laws, national policies, and DepEd issuances.

As such, allowable service credits shall be given to the teacher-broadcasters for their overtime service rendered beyond the 8-hour workday, performed in the DepEd CO/RO/SDO/school/CLC, subject to the provisions of DO No. 53, s. 2003 or the *Updated DepEd Guidelines on Grant of Vacation Service Credits to Teachers*, as well as other relevant and applicable accounting and auditing procedures. These service credits are exclusive of the 15 days maximum service credits allowed every year, subject to DO No. 16, s. 2009. For the purpose of determining the service credits, one-hour overtime work is equivalent to 1.25 hours. One service credit is granted for 6.4 hours of overtime service. A maximum of six (6) service credits may be earned per month.

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Leave and/or absences during the duration of reassignment shall be charged against their accumulated service credits. Absences related to COVID-19 shall be covered by the provisions under item no. 32 of DO No. 11, s. 2020.

Remuneration and other benefits received by the teachers shall be maintained and granted to the reassigned teacher-broadcasters such as Cash Allowance, World Teacher's Day Incentive Benefit, COVID-19 Hazard Pay, etc., subject to the implementing guidelines set by the Department. Other miscellaneous expenses, such as travel, board and lodging (as necessary) and communication expenses, shall be charged to the funds of CO-ICTS, subject to accounting rules and regulations.

F. Other Guidelines

Teacher-broadcasters shall undergo extensive training and workshops with the media partners of DepEd from the month of August 2020 onwards. The participation of teacher-broadcasters in such training programs and workshops shall form part of their engagement, and therefore must be covered by the period of their respective reassignment.

The DepEd CO, through the OUA and CO-ICTS, shall ensure that the teacher-broadcasters are provided with the appropriate tools, supplies, and equipment to perform their agreed functions.

In the event that the teacher-broadcasters shall report onsite in DepEd CO, the ICTS shall arrange shuttle services or carpools for these personnel with strict health and physical distancing measures.

The receiving office shall provide protective garments and equipment to teacher-broadcasters and ensure the safety of these personnel pursuant to DO No. 14, s. 2020 or the Guidelines on the Required Health Standards in Basic Education Offices and Schools.

For monitoring purposes, the ICTS shall closely coordinate with the Bureau of Human Resource and Organizational Development - Personnel Division (BHROD-PD) on all documents related to the HR actions of the Teacher-Broadcasters.

Any concerns and queries relative to the reassignment of teacher-broadcasters shall be directed to the BHROD-PD through bhrod.pd@deped.gov.ph or at (02) 8633-9345, 8636-6546, or 8633-6682.

Widest dissemination of this Memorandum is desired.

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OUA MEMO 00-0920-0098

MEMORANDUM

10 September 2020

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Administrative Service (AS), Information and Communications Technology Service (ICTS),
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Services (BLS), Baguio Teachers Loma (BTL), Central Security & Safety Office (CSSO)

Department of Education, Central Office, Mendoc Avenue, Pasig City
Rm 519, Mabini Bldg, Mobile: +639260320762, Tel: (+632) 86337203, (+632) 86376207