



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

December 26, 2019

DIVISION MEMORANDUM

No. 420, s. 2019

INVENTORY ON ANCILLARY SERVICES



**TO : Assistant Schools Division Superintendent
Chief, Schools Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division (CID)
This Division**

1. Anchoring on **Division Memorandum No. 377, s. 2018** entitled *Institutionalization of Gender and Development (GAD) Perspective Mainstreaming*, specifically provision **no. 3** which is the **policy on equal distribution of ancillary services** and for proper identification of rightful coordinators and or focal persons per Schools Division Office's (SDO) Project, Activity, and Programs (PAPs) in adherence to legal mandates and in consideration of competence, fitness, and skills, **gender audit** for the year 2019 is hereby conducted to all human resource of this SDO..
2. Specifically, for concrete basis of sound judgement by the approving authority for the approval of coordinatorship/s and or special assignment/s, hereunder are the guidelines in filling out the online **Inventory on Ancillary Services Form (IoASF)**, to wit:
 - 2.1 Ancillary Services **Within** the Key Result Area (KRA) with Legal Bases
 - Refers to the ancillary services currently handled which correspond directly to the current employment position.
 - 2.2 Ancillary Services **Beyond** the Key Result Area (KRA) with Legal Bases
 - Refers to the ancillary services currently handled which do not correspond directly to the current employment position.
 - 2.3 Ancillary Services **Without** Legal Bases
 - Refers to the ancillary services currently handled without official order / mandate by any authorized officials from the Department of Education (DepEd) in general or the Schools Division Office (SDO) and School in particular.

KLG/jcc

12/26/19



 M. Ortiz Street, Barangay Washington, Surigao City, Surigao Del Norte Province
 (086) 826-3075, 826-8931, and 826-1268
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3. With the foregoing facts, kindly fill out the online **IoASF** and access this link <http://deped.in/ANCILLARYSERVICES>. Find your respective names which are arranged in alphabetical order. The content of the said IoASF is herein attached labeled as **Annex A** for your proper reference.
4. For inquiries, all concerned may coordinate with the following Personnel Section human resource:
 - 4.1 Farrah C. Coniate - Human Resource Management Officer (0917) 798-3544;
 - 4.2 Mary Rose R. Raganas - Personnel Section Staff (0909) 907-1586;
 - 4.3 Trisha Jade T. Billedo - Personnel Section Staff (0967) 665-8010.
5. Deadline of compliance is on or before Friday, January 24, 2020.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Enclosure : 1 (as stated)
Reference/s : Division Memorandum No. 377, s. 2018

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

Human Resource Management
Employee's Welfare

Ancillary Services

Human Capital Management
Gender Audit

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