



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
Ministry of Basic, Higher and Technical Education
 Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 388
 Series of 2023

Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

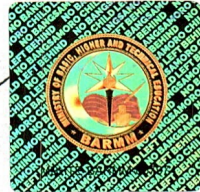
RELEASED

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : **ABDULLAH P. SALIK, JR.**
 Director General for Basic Education

BY: Haymir
 DATE: 05 JUN 2023
 TIME: 10:15 AM
 Ctrl. No. 2023-06-011

FROM :  **MOHAGHER M. IQBAL**
 Minister



SUBJECT : **COMMENTS AND INPUTS ON THE PROPOSED ORGANIZATIONAL STRUCTURE FOR DIVISION OFFICES AND SCHOOLS WITHIN BARMM**

DATE : May 30, 2023

1. This pertains to the proposed organizational structure intended for the Schools Division Offices (SDOs) and individual schools across the region in order to help determine the flow of communication, the distribution of authority, and the allocation of resources which is admittedly very crucial to the transition's success.
2. In this connection, you are hereby directed to submit your rational inputs to the attached proposed structure to ensure participation from the SDOs. We recognize that your hands-on experience in school-based management and operations shall provide great value in this endeavor.
3. Kindly submit your comments to this office through the Human Resource and Management Division (HRMD) on or before June 2, 2023, Friday. Your valuable input on this matter is highly appreciated.
4. For guidance and strict compliance.

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister

RELEASED

By: Makun
 Date: JUN 05 2023
 Time: 10:10 AM
 Control No. 2023-06-011



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 MINISTRY OF BASIC, HIGHER AND TECHNICAL EDUCATION
 Organizational Structure for Basic Education Division Offices
 Bangsamoro Government Center, Cotabato City

NAME OF OFFICE	SECTOR	HEAD OF OFFICE	NO. OF PROPOSED PERSONNEL PER OFFICE	REMARKS
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	BASIC EDUCATION	SDS	1	SDS Plantilla Position is under the Main Office
Chief of Staff		Chief of Staff	2	
OFFICE OF THE ASSISTANT SCHOOLS DIVISION SUPERINTENDENT				
FOR ELEMENTARY EDUCATION	BASIC EDUCATION	ASDS	2	ASDS Plantilla Position is under the Main Office
Kindergarten Education Unit		Education Program Supervisor	2	
Grade School Education Unit		Education Program Supervisor	2	
FOR HIGH SCHOOL EDUCATION	BASIC EDUCATION	ASDS	2	ASDS Plantilla Position is under the Main Office
Junior High School Education Unit		Education Program Supervisor	2	
Senior High School Education Unit		Education Program Supervisor	2	
CURRICULUM IMPLEMENTATION DIVISION	BASIC EDUCATION	Chief Education Program Supervisor	2	
Learning Delivery Unit for Kindergarten		Education Program Supervisor	2	
Learning Delivery Unit for Grade School		Education Program Supervisor	2	
Learning Delivery Unit for Junior High School		Education Program Supervisor	2	
Learning Delivery Unit for Senior High School		Education Program Supervisor	2	
Learning Delivery Unit for ISAL		Unit Head	2	
SCHOOL MANAGEMENT AND OPERATIONS DIVISION	BASIC EDUCATION	Chief Education Program Supervisor	2	
School Management Monitoring and Evaluation Section		Education Program Supervisor	12	
Teacher Formation and Development Unit		Education Program Specialist	3	
Education Assessment Unit		Education Program Supervisor	4	
School Assets and Facilities Unit		Unit Head	3	
Child Protection Unit		Unit Head	3	
PROGRAM MANAGEMENT DIVISION	BASIC EDUCATION	Division Chief	2	
Program Coordinators Unit		Education Program Supervisor	2	
Learners and Teachers Health Unit		Unit Head	2	
Alternative Learning System Unit		Education Program Specialist	2	
Sports Development Unit		Unit Head	2	
DRRM Unit		Unit Head	3	
IP and Special Education Unit		Education Program Specialist	2	
SUPPORT SERVICES DIVISION	BASIC EDUCATION	Division Chief	2	
Finance Section		Section Chief	1	
Cashier			2	
Accountant			2	
Budget Officer			2	
Administrative Section		Section Chief	1	
Property and Supply Staff			2	
Planning and Research Staff			2	
General Services Staff			5	
Human Resource and Management Section		Section Chief	1	
Personnel Records Staff			5	
Human Resource Development Staff			2	
Legal Services Section		Section Chief	2	
Information and Communication Section		Section Chief	2	
SCHOOLS AND LEARNING CENTERS	BASIC EDUCATION	Principal		Principal Plantilla Position is under the Main Office

Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF BASIC, HIGHER AND TECHNICAL EDUCATION
Organizational Structure for Basic Education Schools and Learning Centers
Bangsamoro Government Center, Cotabato City

NAME OF OFFICE	SECTOR	HEAD OF OFFICE	NO. OF PROPOSED PERSONNEL PER OFFICE	REMARKS
OFFICE OF THE SCHOOL PRINCIPAL	BASIC EDUCATION	School Principal	2	Principal Plantilla Position is under the Main Office
HOMEROOM GUIDANCE UNIT		Master Teacher	1	Teacher/s designated by School Principal, if Plantilla is not available
Kindergarten				In relation to No. of Section or Class Per Grade Level
Grade 1				-do-
Grade 2				-do-
Grade 3				-do-
Grade 4				-do-
Grade 5				-do-
Grade 6				-do-
Grade 7				-do-
Grade 8				-do-
Grade 9				-do-
Grade 10				-do-
Grade 11				-do-
Grade 12				-do-
LEARNING DELIVERY UNIT		Master Teacher	1	Teacher/s designated by School Principal, if Plantilla is not available
Subject Teachers for Kindergarten				In relation to No. of Subjects
Subject Teachers for Grade School				-do-
Subject Teachers for Junior High School				-do-
Subject Teachers for Senior High School				-do-
Subject Teachers for Tutorial and Special Classes				-do-
Subject Teachers for ISAL				Under the Administration of Madaris Education
SUPPORT SERVICES SECTION		Administrative Officer	1	Teacher/s designated by School Principal, if Plantilla is not available
Administrative and Finance Unit		Administrative Officer	1	-do-
Disbursing Officer			1	Designated by the Office of the Minister only
Bookkeeper			1	Teacher/s designated by School Principal, if Plantilla is not available
School Assets and Facilities Manager			1	-do-
Security Officer			1	-do-
General Services Manager			1	-do-
Operations Unit		Administrative Officer	1	-do-
Programs and Projects Coordinators			3	-do-

Child Protection Counsellor	1	-do-
Education Assessment Personnel	1	-do-
PTA Officer	1	-do-
Sports and Club Moderators	2	-do-
School Nurse	1	Requires Plantilla Position

