IMPORTANCE OF OFFICE PERSONNEL IN DEPED

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The Department of Education (DepEd) continues its excellent operation because of the people within it namely key persons, teachers and also the office personnel.

The office personnel in our education sector play vital and significant roles in the success of the different services that DepEd has to offer. These people serve as the backbones and strengths of the institution providing the needs of the students and teachers.

The Human Resource department is the one that takes care of all the DepEd employees in terms of their security of tenure and benefits of teaching and non-teaching employees. This is also in-charge in the hiring and promotion processes to fill up the essential positions in schools and offices.

The Finance department manages the budget of the school’s division office and of different schools intended for the realization of educational projects, programs and activities. The finance personnel see to it that the Maintenance and Other Operating Expenses (MOOE's) of the different schools are well-managed and well-spent.

The Records section is also very important. The personnel in this department do the safekeeping of the important and pertinent documents about the schools and their employees. They even accept incoming documents and releases outgoing papers thus providing services of transmitting information.

The Engineering department of the division also has employees who take care and process different documents about the different structural projects of various
schools within the division. The office personnel in this office may evaluate and approve different Programs of Works for repairs and maintenance.

The Supplies department of the division, with its personnel, is in-charge of managing the different equipment, tables, chairs and other necessary materials to be distributed to the different schools for instructional purposes and in making the facilities complete or adequate.

The Planning department of the division takes into accounts the computerized records and enrollments of the different schools including the kindergarten, elementary, junior high school and senior high school. The personnel in this department check the accuracy of the records of the students.

The LRMDS office provides the learning materials to be used by the students in their learning. The personnel in this department ensure that quality learning materials are provided to the educational clientele.

There are also other personnel in the higher offices of DepEd like in the CID, SGOD and most importantly in the SDS office and they all do essential roles in serving the people with greater quality.

Truly, the office personnel in DepEd are very important and they deserve to receive commendations!

References:

https://careertrend.com/list-6565994-office-personnel-duties.html