



**EXECUTIVE ORDER NO. 27**  
Series of 2022

**RECONSTITUTING THE QUEZON CITY LOCAL SCHOOL BOARD,  
REORGANIZING ITS SECRETARIAT AND PROVIDING FOR ITS  
TECHNICAL WORKING GROUP (TWG)**

**WHEREAS**, Quezon City, being a premier city, wants to emphasize its great concern towards uplifting the lives of its constituents through efficient, effective and fast delivery of quality education which can be used as a tool for economic progress and development of the City;

**WHEREAS**, the Local School Board is a special local body created pursuant to Sections 98 and 99 of RA 7160 otherwise known as the Local Government Code of 1991;

**WHEREAS**, there is also a need to organize the Local School Board Secretariat that would assist the Board and further develop, manage and administer the learning projects of the City Government.

**NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE**, Mayor of Quezon City, by virtue of the powers vested in me by law, do order:

**SECTION 1. RECONSTITUTION OF THE QUEZON CITY LOCAL SCHOOL BOARD.** The Quezon City School Board is hereby reconstituted and shall be composed of the following:

Chairperson: City Mayor

Co-Chairperson: Schools Division Superintendent

Members: Chairperson of the Committee on Education, Science and Technology, *Sangguniang Panlungsod*

City Treasurer

Representative from *Sangguniang Kabataan* (SK) Federation, Quezon City

President of the Quezon City Federation of Parents and Teachers Association

Duly elected representative of Quezon City Public School Teachers Association

Duly elected representative of the non-academic personnel of public schools

**SECTION 2. FUNCTIONS.** Pursuant to Section 99 of the Local Government Code of 1991, the Quezon City Local School Board shall have the following functions:

- a) Determine, in accordance with the criteria set by the Department of Education (DEPED), the annual supplementary budgetary needs for the operation and maintenance of public schools within the city and the supplementary cost of meeting such needs which shall be reflected in the form of an annual school board budget corresponding to its share of the proceeds of the special levy on real property constituting the Special Education Fund (SEF) and such other sources of revenue and other laws or ordinances may provide;
- b) Authorize the City Treasurer to disburse funds from the Special Education Fund (SEF) pursuant to the budget prepared in accordance with applicable existing rules and regulations;
- c) Serve as advisory committee to the *Sangguniang Panlungsod* on educational matters such as but not limited to, the necessity for and the uses of local appropriations for educational purposes; and
- d) Recommend changes in the names of public schools within the territorial jurisdiction of the city for the enactment of the *Sangguniang Panlungsod*.

**SECTION 3. PROHIBITION FROM DELEGATION.** The performance of the duties and responsibilities of the officials of the Local School Board shall not be delegated.

**SECTION 4. QUEZON CITY LOCAL SCHOOL BOARD SECRETARIAT.** The Quezon City School Board Secretariat shall have the following functions:

- a) Provide administrative assistance to the Local School Board and coordinate the schedules of the meetings and take charge of release of notices and meetings;
- b) Prepare the minutes of the meetings of the Local School Board;
- c) Record, compile and report on resolutions, ordinances and actions taken by the Local School Board involving the SEF;
- d) Assist in the preparation, monitoring and control of budget and expenditure programs for education;
- e) Review all communications, purchase requests, project proposals and reports submitted to the Local School Board and recommend appropriate action.
- f) Provide necessary liaison and coordination between and among officials of the city government and the Division of City Schools.
- g) Perform such other relevant tasks as may be assigned by the Local School Board.

**SECTION 5. SECRETARIAT SUPPORT STAFF.** There shall be a Quezon City School Board Secretariat support staff to ensure the effective and efficient implementation of the duties, functions and responsibilities enumerated above.

**SECTION 6. RESOURCE AVAILABILITY.** Funds for the operations of the Quezon City School Board Secretariat shall be defrayed from the SEF and if necessary, the General Fund.



**SECTION 7. COORDINATION.** Organic units of the city government involved in SEF transactions are hereby directed to coordinate with the Secretariat in the performance of the above-mentioned functions.

**SECTION 8. QUEZON CITY SCHOOL BOARD TECHNICAL WORKING GROUP (TWG).** There is hereby created a TWG to be composed of the heads and official representatives from the following offices and its counterparts in the Schools Division Office:

Office of the City Administrator  
Education Affairs Unit  
QC Youth Development Office  
Social Services Development Department  
City Budget Department  
City Accounting Department  
Human Resource Management Department  
Engineering Department  
Investment Affairs Office  
City Planning and Development Department  
Climate Change and Environmental Sustainability Department  
Assistant Schools Division Superintendents  
President, Quezon City Principals and Supervisors Association  
President, Quezon City Public Elementary Schools Principals Association  
Head, Local School Board Secretariat

**SECTION 9. FUNCTIONS OF THE TWG.** The Quezon City School Board TWG shall have the following functions:

- a) Assist the Local School Board in crafting a Local School Board Development Plan that will serve as a roadmap in the delivery of quality education services;
- b) Actively participate in the development of a comprehensive data management system in the field of education that will serve as basis in the planning, management and implementation of programs and projects that are responsive, effective and efficient;
- c) Assist on policy review, recommend amendments and improvements aimed at attaining key result areas on access, quality and good governance;
- d) Monitor, assess, determine and evaluate the based educational needs of the city's public schools;
- e) Supervise the funding, monitoring and evaluation of priority projects approved by the Local School Board;
- f) Undertake research, planning and monitoring of educational programs and projects covering Early Childhood Care and Development (ECDD), and basic non-formal education; and
- g) Perform such other relevant tasks as may be assigned by the Local School Board.

**SECTION 10. MEETING AND QUORUM.** The Local School Board shall meet at least once a month or often as necessary. The Co-Chairperson may call a meeting. A majority of all its members shall constitute a quorum. When the Co-Chairperson is present

approve the budget.

**SECTION 12. SPECIAL EDUCATION FUND (SEF).** The proceeds from the additional one percent (1%) of the tax on real property accruing to the SEF shall be automatically released to the Board. Provided that the proceeds shall be allocated to



in a meeting, the City Mayor, as a matter of protocol, shall be given preference to preside over a meeting.

**SECTION 11. BUDGET.** The Division of City Schools Superintendent, with the assistance of the Local School Board Secretariat, shall prepare the budget of the Local School Board. Such budget shall be supported by programs, projects and activities of the school board for the ensuing fiscal year. A majority of all the members shall be necessary to approve the budget.

**SECTION 12. SPECIAL EDUCATION FUND (SEF).** The proceeds from the additional one percent (1%) of the tax on real property accruing to the SEF shall be automatically released to the Board. Provided that the proceeds shall be allocated in accordance with Article 327, Rule XXXI, IRR of RA 7160, as amended, as determined by the school board.

**SECTION 13. COMPENSATION AND REMUNERATION.** The Local School Board shall perform their duties as such without compensation or remuneration. Members thereof shall be entitled to necessary traveling expenses and allowances chargeable against the funds of the Local School Board.

Pursuant to Executive Order No. 8, series of 1997 and Memorandum Circular Nos. 6 and 6-A both series of 2002, the members of the Secretariat shall be paid honoraria at the rate of Two Thousand Pesos (Php 2,000.00) each monthly, based on their actual participation and attendance to meetings and activities of the Local School Board. Further as provided in DBM Budget Circular No. 2007-2 dated 01 October 2007, excluded from payment of honoraria are personnel detailed on full time to the Local School Board and its Secretariat since they are already regularly compensated in the form of salaries.


**SECTION 14. FUNDING REQUIREMENTS.** The budget for the operational expenses of the Local School Board shall be prepared by the Secretariat and approved by the undersigned chargeable against any appropriate budgetary allocations in the SEF.

**SECTION 15. DISSEMINATION.** A copy of this Executive Order shall be furnished to the Office of the President and the Metropolitan Manila Development Authority (MMDA) for information and guidance pursuant to Section 455(1)(xii) of RA 7160, as amended, and shall be posted at the official website of the Quezon City Government.

**SECTION 16. REPEALING CLAUSE.** All prior issuances on the organization and functions of the Local School Board and the Secretariat are hereby deemed amended and superseded by this Order.

**SECTION 17. EFFECTIVITY.** This Order shall take effect immediately.

DONE, 18 August 2022, Quezon City.

  
MA. JOSEFINA G. BELMONTE  
City Mayor