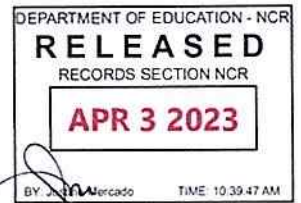




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



CN-2023-3-28-2257

REGIONAL MEMORANDUM

ORD-~~2023-~~242

TO : SCHOOLS DIVISION SUPERINTENDENT
Quezon City

FROM : WILFREDO E. CABRAL, CESO III
Regional Director

**SUBJECT : ONLINE CONSULTATION WORKSHOP FOR THE DRAFT JOB
DESCRIPTION OF SCHOOL-BASED PROJECT DEVELOPMENT
OFFICER I (PDO I) POSITIONS**

DATE : March 30, 2023

1. This has reference to the attached Memorandum DM-OUHROD-2023 -0454 dated March 28, 2023 from Hon. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, relative to the conduct on the above-captioned activity which will be held on March 31, 2023, contents of which are self-explanatory, for information and guidance of all concerned.
2. Please see attached list of participants in the attached Annex A.
3. Immediate dissemination of this Memorandum is desired.

Misamis St. Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph
Website: <https://www.depedncr.com.ph>



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-0454

TO : **WILFREDO E. CABRAL**
Regional Director, NCR

ALBERTO T. ESCOBARTE
Regional Director, Region IV-A

NICOLAS T. CAPULONG
Regional Director, Region IV-B

RAMIR B. UYTICO
Regional Director, Region VI

SALUSTIANO T. JIMENEZ
Regional Director, Region VII

ARTURO B. BAYOCOT
Regional Director, Region X

ALLAN G. FARNAZO
Regional Director, Region XI

MA. GEMMA M. LEDESMA
Regional Director, CARAGA

SCHOOLS DIVISION SUPERINTENDENTS OF SDO Quezon City, SDO Sto. Tomas, SDO Calapan City, SDO Oriental Mindoro, City, SDO Iloilo City, SDO Bago City, SDO Cebu City, SDO Lanao del Norte, SDO Oroquieta City, SDO Davao City, SDO Agusan del Norte

FROM : 
GLORIA GUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : **ONLINE CONSULTATION WORKSHOP FOR THE DRAFT JOB DESCRIPTION OF SCHOOL-BASED PROJECT DEVELOPMENT OFFICER I (PDO I) POSITIONS**

DATE : 28 March 2023

The Department of Education (DepEd), under the MATATAG agenda, is committed to **give support to our teachers to teach better**. This shall include efforts to unload

our teachers of ancillary tasks and provide manpower to support our schools. Based on the 2018 Teacher Workload Balance Study, there are more than **60 ancillary services** that are being assigned to teachers on top of their regular teaching load and curriculum-related tasks.

In line with this, the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED) is proposing the creation of **school-based Project Development Officer I (PDO I) positions** which will be responsible for providing technical support in the execution of various programs and projects initiated by the school or mandated by the Department.

To ensure that the duties and responsibilities of PDO I positions are realistic and responsive to the needs of the schools, the BHROD-SED shall conduct an **Online Consultation Workshop for the Draft Job Description of School-based PDO I** to solicit comments and suggestions to further refine the draft content of the Job Description.

The Online Consultation will be held on **31 March 2023, 1:00 PM to 4:00 PM via MS Teams**.

The identified participants for the online consultation shall confirm their attendance on or before **30 March 2023, Thursday**.

Kindly see **Annex A** for the list of identified participants.

For queries and concerns, kindly contact **Ms. Ina Marie Claire E. Mallari** of BHROD-SED through email at bhrod.sed@deped.gov.ph or **8633-5397**.

For dissemination and appropriate action.

[BHROD-SED/Oplado]

LIST OF IDENTIFIED PARTICIPANTS

No	Name	Position	SDO	Region	School
1	Lou Sabrina S. Ongkiko	Master Teacher I	Quezon City	NCR	Culiat Elementary School
2	Edna V. Bañaga	Principal IV	Quezon City	NCR	Judge Feliciano Belmonte Sr HS
3	Florentino Lara	Principal I	Sto. Tomas City	IV-A	San Jose National High School
4	Jerzon Casapao Mateo	Teacher II	Calapan City	IV-B	Oriental Mindoro National High School
5	Ma. Fenady Noreen C. Umali	Teacher III	Oriental Mindoro	IV-B	Dulangan I Elementary School
6	Ruby I. Masicampo	Teacher II	Iloilo City	VI	Mandurriao Elem. School
7	Ma. Eden P. Macarampat	Principal II	Bago City	VI	Ramon Torres Sagasa National High School
8	Remus Marinas	Master Teacher II	Cebu City	VII	Apas National High School
9	Charlie Salve	Principal III	Cebu City	VII	Cebu City National Science High School
10	Mary Jean A. Villaruz	Teacher II	Lanao del Norte	X	Robocon ES
11	Sheryl M. Limpot	Teacher III	Oroquieta City	X	Talairon National High School
12	Jayson E. Barnes	Principal II	Davao City	XI	Malagos Elementary School SPED Center
13	Arlyn A. Pinat	Principal IV	Agusan del Norte	CARAGA	Nasipit National Vocational School