



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

May 15, 2023

**REGIONAL MEMORANDUM**

No. 374, s. 2023

**DepEd RO & SDO Office Functions Version 3**

**To:** Schools Division Superintendents  
 Functional Division Chiefs  
 All Others Concerned

1. Pursuant to Memorandum DM-HROD-2023-0617 dated May 5, 2023 from Hon. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, the *DepEd Regional Office and Schools Division Offices' Office Functions Version 3* shall form part of the QMS Operations Manual and shall serve as a guide in the preparation of the Office Operational Plan. Accordingly, all Functional Divisions shall review their Operations Manual to incorporate the Functions under Version 3.
2. Moreover, this will serve as guide in the preparation of CRAM Templates and OPCR/IPCRRF.
3. The Office Function Version 3 can be accessed thru the link: [bit.ly/OfficeFunctionsv3](https://bit.ly/OfficeFunctionsv3). Official DepEd email should be used to access the link.
4. Immediate dissemination of and compliance with this Memorandum is desired.

  
**WILFREDO E. CABRAL, CESO III**  
 Regional Director

Encl.: As stated



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# Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-HROD-2023- 0617

FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :   
GLORIA JUMAMIL-MERCADO  
Undersecretary  
Human Resource and Organizational Development

SUBJECT : *DepEd RO & SDO Office Functions Version 3*

DATE : 05 May 2023

**This is to officially release the DepEd Regional Office and Schools Division Offices' Office Functions – Version 3, which can be accessed through this link: [bit.ly/OfficeFunctionsv3](https://bit.ly/OfficeFunctionsv3).** These documents will form part of the QMS Operations Manual and shall also serve as a guide in the preparation of the Office Operational Plan, wherein the priorities of the office for the current year will be translated into their Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance and Commitment Review (IPCR). Further, we would like to remind everyone to use your official DepEd email in accessing the link.

To ensure alignment and proper documentation, any future revisions on the RO & SDO functions must be coursed through the BHROD – OED at email [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph), for inclusion and updating of said documents.

For your information and reference.

Thank you.

BHROD-OED/Tiamson