

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023- 1016

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Caloocan
 SDO Quezon City
Officer-In-Charge, Curriculum & Learning Management Division

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **PARTICIPANTS IN THE REGIONAL CONSULTATION WORKSHOP ON THE FINDINGS AND RECOMMENDATIONS FROM THE SCHOOLS DIVISION OFFICES (SDOs) ORGANIZATION, FUNCTIONS, AND OPERATIONS REVIEW**

DATE : October 4, 2023

- In reference to the attached Memorandum DM-OUHROD-2023-1409 from the Office of the Undersecretary of Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, this Office instructs the following attendees to participate on the above-captioned subject which shall commence on **October 9 to 12, 2023** to be held at **Crown Regency Hotel and Towers, Fuente Towers, Osmeña, Boulevard, Cebu City.**

| | Name | Position | Station |
|----|-------------------------------|-------------------|----------------|
| 1. | Wilfredo E. Cabral, CESO III | Regional Director | ORD |
| 2. | Maricar A. Bangit | EPS | CLMD |
| 3. | Carleen S. Sedilla, CESO V | SDS | SDO QC |
| 4. | Atty. Kathrine Mae M. Hoggang | Attorney III | SDO Caloocan |

- Configuration on the expected arrival date of participants:

| Position | Expected Dates and Start of Activity / Consultation |
|---------------------------------------|--|
| Functional Division Chief / Alternate | Day 1 – 3, October 9-11, 2023, 2:00 P.M on October 9, 2023 |
| Selected SDO Personnel | |



Misamis St., Bago Bantay, Quezon City

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


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|----------------|-------------|------|---------|
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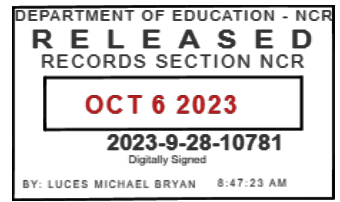
Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

| Position | Expected Dates and Start of Activity / Consultation |
|---------------------------------|---|
| Regional Director | Day 3 – 4, October 11 - 12, 2023, |
| Schools Division Superintendent | 1:30 P.M on October 11, 2023 |

- Participants are requested to pre-register in the link using <https://rb.gy/wzfvj> on or before **October 4, 2023** for the confirmation of attendance and likewise requested to bring a laptop and extension cords.
- Board and lodging of the participants shall be charged against AC-23-BHROD-OED-GASS-2-021. The travel expenses of the Regional Director shall be charged against local funds while for other participants, it shall be downloaded to the Regional Office subject to usual accounting, budgeting, and auditing rules and regulations.
- Immediate dissemination of and strict compliance with this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2023-_____

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WILFREDO E. CABRAL, CESO III
Regional Director





Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1409

TO : **ALL REGIONAL DIRECTORS**
SELECTED REGIONAL FUNCTIONAL DIVISION CHIEFS
SELECTED SCHOOLS DIVISION SUPERINTENDENTS
(SDOs Quezon City, Tabuk City, San Fernando City, Isabela, Balanga, Quezon Province, Palawan, Camarines Sur, Iloilo Province, Negros Oriental, Cebu Province, Samar, Zamboanga del Norte, Camiguin, Davao City, South Cotabato, Surigao del Norte)
SELECTED SCHOOLS DIVISION PERSONNEL
(SDOs Caloocan City, Kalinga, San Fernando, Cagayan, Bataan, Quezon Province, Puerto Princesa City, Sorsogon Province, Iloilo Province, Canlaon, Cebu Province, Leyte, Dipolog City, Camiguin, Davao Oriental, Sultan Kudarat, Dinagat Island)
ALL OTHERS CONCERNED

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

SUBJECT : **REGIONAL CONSULTATION WORKSHOP ON THE FINDINGS AND RECOMMENDATIONS FROM THE SCHOOLS DIVISION OFFICES (SDOs) ORGANIZATION, FUNCTIONS, AND OPERATIONS REVIEW**

DATE : 26 September 2023

The Bureau of Human Resource and Development Organization – Organization Effectiveness Division (BHROD-OED) conducted a Focus Group Discussion (FGD) in selected Schools Division Offices (SDOs) to review their structure, functions, and processes. The FGD was held from May 15 to July 7, 2023, to the 51 SDOs who were selected based on their size classification, geographical conditions, and current context wherein information on the factors affecting the performance of SDOs were gathered, including best practices, challenges, and gaps.

In this light, a **Regional Consultation Workshop** on the Findings and Recommendations from the SDO Organization, Functions, and Operations Review **will be conducted on October 9-12, 2023 at Crown Regency Hotel and Towers, Fuente Towers, Osmeña Boulevard, Cebu City**. The activity intends to present the findings and recommendations gathered during the FGDs and consult the RO and SDO official on the actions to be taken to address identified gaps and challenges.

Specifically, the Consultation Workshop aims to:

- a. Share feedback, opinions, and concerns regarding the result of the SDO FGD according to thematic areas (Structure, Staffing, Skill, System, Strategies, and Shared Values) and RO functional divisions;
- b. Generate recommendations on identified and validated issues/concerns; and
- c. Create an action plan to address the validated issues and concerns.

Thus, we would like to invite all Regional Directors, selected Schools Division Superintendents, Functional Division Chiefs, and selected SDO personnel for this activity. The target list of participants and the indicative program are enclosed as Annex A and B, respectively.

Below is the expected arrival date of all participants:

1. Functional Division Chiefs and selected SDO personnel are expected from Day 1-3, October 9-11, 2023. Activity will start at 2:00 pm on October 9, 2023.
2. Regional Directors and Schools Division Superintendents are expected on Day 3-4, October 11-12, 2023. Consultation with the RDs and SDS will start at 1:30 pm on October 11, 2023.
3. Board and lodging of all participants shall be charged against AC-23-BHROD-OED-GASS-2-021. Traveling expenses of participating Functional Division Chief, Schools Division Superintendent, and selected personnel shall be downloaded to their respective ROs, while the travelling expenses of Regional Directors shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.
4. Participants are requested to bring their own laptops and extension cords.
5. For confirmation of attendance, kindly fill out the online pre-registration form through this link <https://rb.gy/wzfvj> **on or before October 4, 2023**.

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4. Participants are requested to bring their own laptops and extension cords.
5. For confirmation of attendance, kindly fill out the online pre-registration form through this link <https://rb.gy/wzfvj> **on or before October 4, 2023**.

Please take note of the following meal arrangement from Day 1-4:

| Participants | Meal | Day 1 October 9, 2023 | Day 2 October 10, 2023 | Day 3 October 11, 2023 | Day 4 October 12, 2023 |
|--|-----------|-----------------------------|------------------------------|------------------------------|------------------------------|
| Division Chiefs and other personnel | Breakfast | ✓ | ✓ | ✓ | |
| | AM Snack | ✓ | ✓ | ✓ | |
| | Lunch | ✓ | ✓ | ✓ | |
| | PM Snack | ✓ | ✓ | | |
| | Dinner | ✓ | ✓ | | |
| RDs and SDSs | Breakfast | | | | ✓ |
| | AM Snack | | | | ✓ |
| | Lunch | | | ✓ | ✓ |
| | PM Snack | | | ✓ | ✓ |
| | Dinner | | | ✓ | ✓ |

For further inquiries and/or clarification, please contact **Ms. Asmen Halog** or **Ms. Michelle Anne Raquino** of the BHROD-OED through landline number 8633-5375 or email at bhrod.oed@deped.gov.ph.

Thank you.

LIST OF EXPECTED PARTICIPANTS FROM THE SELECTED REGIONAL FUNCTIONAL DIVISION OFFICES AND SCHOOLS DIVISION OFFICES

| REGION | DATE/POSITION | | | |
|--------|--|---|---|------------------------|
| | October 9-11, 2023 | October 9-11, 2023 | October 11-12, 2023 | |
| | Selected Regional Functional Division Chiefs | SDO Functional Division Chiefs and selected personnel | Schools Division Superintendents | Regional Directors |
| NCR | CLMD | Caloocan City (Legal) | Quezon City (Large-City) | All Regional Directors |
| CAR | PPRD | Kalinga (CID) | Tabuk City (Medium-City) | |
| I | FTAD | San Fernando (ITO) | San Fernando (Small-City) | |
| II | QAD | Cagayan (AO V – Budget) | Isabela (Large-Province) | |
| III | HRDD | Bataan (ITO) | Balanga (Small-City) | |
| IV-A | ESSD | Quezon Province (AO V-Admin. Unit) | Quezon Province (Very Large-Province) | |
| IV-B | AD | Puerto Princesa (CID) | Palawan (Large-Province) | |
| V | PPRD | Sorsogon Province (AO V - Admin. Unit) | Camarines Sur (Very Large-Province) | |
| VI | CLMD | Iloilo Province (ITO) | Iloilo Province (Very Large-Province) | |
| VII | FD | Canlaon (SGOD) Cebu Province (SGOD) | Negros Oriental (Large-Province) Cebu Province | |

| | | | |
|--------|------|-------------------------------|--|
| | | | (Very Large-Province) |
| VIII | FTAD | Leyte (Accountant III) | Samar (Medium-Province) |
| IX | QAD | Dipolog City (SGOD) | Zamboanga del Norte (Large-Province) |
| X | HRDD | Camiguin (CID) | Camiguin (Small-Province) |
| XI | ESSD | Davao Oriental (Legal) | Davao City (Large-City) |
| XII | AD | Sultan Kudarat (SGOD) | South Cotabato (Medium-Province) |
| CARAGA | FD | Dinagat Islands (Legal) | Surigao del Norte (Medium-Province) |

INDICATIVE PROGRAM OF ACTIVITIES

| Schedule/Time | Activity | Person Responsible |
|---|--|---|
| Day 1 (October 9, 2023 – Monday) | | |
| 1:30 PM – 2:00 PM | Registration and PM snacks | OED Secretariat |
| 2:01 PM – 5:00 PM | Opening Program <ul style="list-style-type: none"> • Preliminaries • Welcome Message • Background and Context Setting • Presentation of the FGD Process and Findings | OED Secretariat Dir. Resty A. Osias Director IV, BHROD -OD Ms. Cecilia G. Tiamson PDO IV/OIC, BHROD-OED |
| Day 2 (October 10, 2023 – Tuesday) | | |
| 8:00 AM -12:00 NN | <i>Workshop 1:</i> Analysis of the SDO FGD results according to thematic areas (Structure, Staffing, Skill, System, Strategies, and Shared Values) | Facilitator |
| 12:01 NN –1:00 PM | Lunch Break | |
| 1:01 PM – 1:15 PM | Energizer | OED Secretariat |
| 1:16 PM – 5:00 PM | <i>Plenary Presentation</i> of the workshop outputs by group | Facilitator |
| Day 3 (October 11, 2023 – Wednesday) | | |
| 8:30 AM – 10:00 AM | <i>Workshop 2:</i> Finalization of the Recommendations according to thematic areas (Structure, Staffing, Skill, System, Strategies, and Shared Values) | Facilitator |
| 10:01 AM - 11:00 AM | Closing Program | |
| 12:00 NN - 1:30 PM | Lunch and Registration for RDs and SDSs | OED Secretariat |
| 1:31 PM - 5:00 PM | Opening Program <ul style="list-style-type: none"> • Preliminaries • Welcome Message • Background and Context Setting • Presentation of the FGD Process and Findings | OED Secretariat Dir. Resty A. Osias Director IV, BHROD -OD Ms. Cecilia G. Tiamson PDO IV/OIC, BHROD-OED |
| Day 4 October 12, 2023 (Thursday) | | |
| 8:00 AM - 10:30 AM | Presentation of the Recommendations from the Regional | Presenter |

| Schedule/Time | Activity | Person Responsible |
|----------------------|--|---|
| | Division Chiefs and Selected Personnel from SDO | |
| | Vetting of the Recommendations | Gloria Jumamil-Mercado Undersecretary Francis Cesar B. Bringas Assistant Secretary |
| 10:31 AM - 12:00 NN | Closing Ceremonies Next Steps and Ways Forward Awarding of Certificates Closing Message | Gloria Jumamil-Mercado Undersecretary |
| 12:01 NN - 1:00 PM | Lunch Break | |
| 1:01 PM - onwards | Check-out | |



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