

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

17 October 2023

REGIONAL MEMORANDUM

No. 1088, s. 2023

**To: Schools Division Superintendents
 School Heads
 All Others Concerned**

**COMPOSITE TEAM AND TECHNICAL WORKING GROUP REPRESENTATIVES
 FROM DEPED NATIONAL CAPITAL REGION FOR THE SCHOOL
 ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS)**

1. In reference to Memorandum DM-OUHROD-2023-1516, dated October 11, 2023, titled “*Creation of a Composite Team and Technical Working Group (TWG) for the School Organizational Structure and Staffing Standards (SOSSS)*”, from the Office of Undersecretary for Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, this Office informs the field of the above-captioned subject.

2. Representatives across governance levels from NCR are the following:

SOSSS Composite Team: **Wilfredo E. Cabral**, Regional Director (Member)


SOSSS TWG:

- Christian T. Español**, Education Program Supervisor, NCR
- Marco D. Meduranda**, Education Program Supervisor, SDO Navotas
- Edna V. Bañaga**, Principal IV, Feliciano Belmonte Sr. High School
- Lou Sabrina S. Ongkiko**, MT I, Culiati Elementary School
- Karheena A. Adriano**, Principal II, San Francisco Elementary School

3. The field is hereby advised to give their support to all members of the composite team and TWG, especially in the Field and Data Gathering activities.

4. Functions and roles of the composite team and TWG are found in said Memorandum.

5. Immediate dissemination of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
 Regional Director



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-414

FOR : **UNDERSECRETARIES
ASSISTANT SECRETARIES**

ATTN : **BUREAU AND SERVICE DIRECTORS
DIVISION CHIEFS
ALL OTHERS CONCERNED**

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

SUBJECT : **CREATION OF A COMPOSITE TEAM AND TECHNICAL
WORKING GROUP (TWG) FOR THE SCHOOL
ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS
(SOSSS)**

DATE : 11 October 2023

The Department of Education, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), is currently conducting a study on **School Organizational Structure and Staffing Standards (SOSSS)**. This study aims to develop responsive organizational structures and relevant staffing standards for public Elementary and Junior High Schools.

The Department engaged the consulting services of the Research Center for Teacher Quality (RCTQ) to review and assess the draft SOSSS prototypes and relevant studies, design and implement data gathering activities, and use the results to provide recommendations in drafting the SOSSS policy. Corollary to the study is the review of DepEd Order 19, s. 2016 or the *Guidelines on the Organizational Structures and Staffing Patterns of Stand-Alone and Integrated Public Senior High Schools (SHS)*.

To ensure that the study involves all concerned stakeholders across governance levels, BHROD-SED shall create a Composite Team and Technical Working Group (TWG) composed of representatives from various offices in DepEd. The SOSSS Composite Team and TWG are as follows:



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Certificate No. PUP-OMS
22.03.2024

SOSSS COMPOSITE TEAM

Co-Chairpersons:

ATTY. RESTY C. OSIAS

Director IV, BHROD

MARIO M. BERMUDEZ

Director III, BHROD

Members:

CENTRAL OFFICE

JOCELYN D.R. ANDAYA

Director IV, Bureau of Curriculum Development

LEILA P. AREOLA

Director IV, Bureau of Learning Delivery

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Chief, BHROD-Personnel Division

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Chief, BHROD-Human Resource Development Division

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OIC-Chief, BHROD-Organization Effectiveness Division

KARLA S. SIO

Chief, Planning Service-Policy Research Development Division

REGIONAL OFFICE

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Regional Director, NCR

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SCHOOLS DIVISION OFFICE

RUTH L. ESTACIO

Schools Division Superintendent, SDO Sarangani

CECILE C. FERRO

Assistant Schools Division Superintendent, SDO Naga City

SOSSS TECHNICAL WORKING GROUP

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EMILY F. ENOLPE

Chief, HRDD, Region XII

ROY T. BAÑAS

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DELFIN A. BONDAD

Public Schools District Supervisor, SDO Camarines Sur

MARCO D. MEDURANDA

Education Program Supervisor, SDO Navotas

SCHOOL

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Principal IV, Judge Feliciano Belmonte Sr. High School

LOU SABRINA S. ONGKIKO

Master Teacher I, Culiati Elementary School

KARHEENA A. ADRIANO

Principal II, San Francisco Elementary School

JUNMERTH C. JORTA

Teacher III, Keupiyanan Te Balugo, SDO Bukidnon

PROGRAM MANAGEMENT COMMITTEE

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Technical Leads:

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Project Development Officer II, BHROD-SED

JERIC FRANCIS C. LLANTO

Project Development Officer II, BHROD-SED

SEBASTIAN O. CHENG

Technical Assistant II

The SOSSS Composite Team shall serve as an oversight body that shall supervise and guide the Program Management Committee to ensure that the draft policy on SOSSS is responsive to the needs of the schools of different contexts. The specific roles of the Composite Team are as follows:

1. Attend meetings and/or consultations;
2. Review and provide comments and/or suggestions to workshop outputs;
3. Provide recommendations for the improvement of the SOSSS Study; and
4. Participate in the assessment of recommendations for policy development relative to the results of the SOSSS Study.

The SOSSS TWG shall serve as a consultative body and will be in close coordination with the Program Management Committee of BHROD-SED and RCTQ for the duration of the SOSSS Study. The specific roles of the TWG are as follows:

1. Attend meetings, consultations, and workshops;
2. Participate in the Field and Data Gathering activities;
3. Provide constant advice and critical perspectives, as field personnel, to the research team in matters pertinent to the conduct of the project, which include, but not limited to, development of outputs (e.g., presentations, reports, tools), conduct of activities, and others;

4. Provide comments, suggestions, and recommendations for the improvement of the SOSSS Study; and
5. Participate in the validation of the draft policy.

For questions or concerns, you may contact **Ms. Marian Efondo** of **BHROD-SED** through email at bhrod.sed@deped.gov.ph.

For your information and appropriate action.