


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

**REGIONAL MEMORANDUM**

NCR No. 169, s. 2024

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOCELYN DR. ANDAYA**   
 Director IV

SUBJECT : **CONDUCT OF DATA GATHERING ACTIVITIES FOR THE SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS STUDY (SOSSS) BY THE PNU-PNRCTQ**

DATE : January 16, 2024

1. Enclosed is a copy of the Memorandum DM-OUHROD-2024-0044 dated January 11, 2024 signed by Mr. Wilfredo E. Cabral, Regional Director, OIC-Office of the Undersecretary for Human Resource and Organizational Development, relative to the conduct of study on SOSSS through the engagement of consulting services of PNU-PNRCTQ, to develop relevant organizational structures and responsive staffing standards for public elementary and JHS, which is self-explanatory.
2. In this connection, your usual cooperation and participation on the said activity is hereby requested.
3. For immediate dissemination and strict compliance.



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Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**

**DM-OUHROD-2024-0044**

**TO : REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

**FROM : WILFREDO E. CABRAL**  
*Regional Director*  
*Officer-in-Charge, Office of the Undersecretary*  
*Human Resource and Organizational Development*

**SUBJECT : CONDUCT OF DATA GATHERING ACTIVITIES FOR THE**  
**SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING**  
**STANDARDS STUDY (SOSSS) BY THE PNU-PNRCTQ**

**DATE : January 11, 2024**

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)** through the engagement of consulting services of **Philippine Normal University-Philippine National Research Center for Teacher Quality (PNU-PNRCTQ)**. This study aims to develop relevant organizational structures and responsive staffing standards for public Elementary and Junior High Schools.

Obtaining more nuanced and in-depth information on different school contexts necessitates field data gathering. In this regard, the RCTQ shall conduct data-gathering activities to select Regional Offices (ROs), Schools Division Offices (SDOs), and schools characterized by typologies and curricular programs.

In view of the foregoing, **all concerned offices and personnel are encouraged to participate and provide the pertinent requirements by the RCTQ**. Kindly ensure that no classes shall be disrupted or affected by this activity. The **timeline and details** shall be provided separately by the RCTQ.

For concerns and/or questions, kindly coordinate with **Mr. Allan Reyes** of RCTQ via email at [reyes.allan@pnu.edu.ph](mailto:reyes.allan@pnu.edu.ph).

For your strict compliance.

**Copy furnished:**

Philippine Normal University-Philippine National Research Center for Teacher Quality (PNU-PNRCTQ)