





### Republic of the Philippines

# Department of Education NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 7 1 3

TO : SCHOOLS DIVISION SUPERINTENDENTS

of Taguig City and Makati City

FROM : JOCELYN DR ANDAY

Director IV

SUBJECT: CONSULTATION WORKSHOP ON THE SCHOOL

ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS)AMONG SCHOOL-BASED

**PERSONNEL** 

**DATE** : July 11, 2024

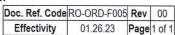
- 1. Enclosed is a copy of Memorandum DM-OUHROD-2024-1114 dated June 7, 2024 signed by Hon. Wilfredo E. Cabral, Regional Director, OIC-Office of the Undersecretary for Human Resource and Organizational Development, relative to the above-captioned activity at Deped Ecotech Center, Cebu City, for information and guidance of all concerned.
- 2. For immediate dissemination.





Address: 6 Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph Website: depedncr.com.ph







#### Republika ng Pilipinas

## Department of Education

#### OFFICE OF THE UNDERSECRETARY

**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT** 

MEMORANDUM DM-OUHROD-2024-/114

FOR

: REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

SCHOOL HEADS

ALL OTHERS CONCERNED

FROM

WILFREDO E. CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT

: CONSULTATION

WORKSHOPS

ON THE

SCHOOL

ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS

(SOSSS) AMONG SCHOOL BASED-PERSONNEL

DATE

: 07 June 2024

The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is spearheading a series of consultation activities integral to the development of School Organizational Structure and Staffing Standards (SOSSS). The output of this activity shall serve as empirical data in enhancing appropriateness and feasibility of the initially developed SOSSS prototypes.

In this regard, we would like to invite select School Heads from various Schools Division Office (SDO) as participants in the abovementioned series of consultation activities to be held on June 24-28, 2024 at DepEd Ecotech Center, Cebu City.

For the complete details of the activity, the following are attached for reference:

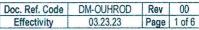
- Annex A Administrative Arrangements
- Annex B List of Participants
- Annex C Indicative Program of Activities

For clarifications and concerns, you may coordinate with Mr. Christopher Devera or Ms. Janey Rhose Diaz of BHROD-SED through email at <a href="mailto:bhrod.sed@deped.gov.ph">bhrod.sed@deped.gov.ph</a> or call (02) 8633-5397.

For your immediate action.









#### Annex A - Administrative Arrangements

- 1. All participants are requested to fill-out the information sheet on or before June 13, 2024, accessible in this link: https://bit.ly/SOSSS\_Workshop
- 2. Travel Expenses of the participants such as Airfare and/or Ferry shall be charged to AC-24-BHROD-SED-GASS-017; while local transportation and per diem shall be charged to local funds. All these shall be subjected to the usual accounting and auditing rules and regulations.
- 3. For board and lodging and meal arrangement, kindly refer to the table below:

Batch 1	Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
	June 24, 2024 (Day 0) Travel Time to Venue	<b>√</b>	Х	х	X	<b>√</b>	<b>√</b>
	June 25, 2024 (Day 1)	✓	✓	✓	✓	✓	<b>√</b>
	June 26, 2024 (Travel time to station)	x	✓	✓	✓	х	X

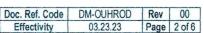
Batch	Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
	June 26, 2024 (Day 0) Travel Time to Venue	✓	х	х	х	1	<b>√</b>
2	June 27, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
	June 28, 2024 Travel time to station	х	. ✓	✓	. ✓	х	. X

- 4. Check-in shall begin at 2:00 pm and Check-out by 12:00 noon.
- 5. No extension or early accommodation shall be allowed other than the provided schedule.
- 6. BHROD-SED will coordinate with the select participants on their respective flight details prior to the conduct of this activity.









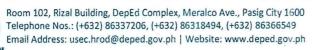


### Annex B - List of Participants

	Batch 1 – June 24-26, 2024							
No.	Region	Division	School ID	School Name	Name of School Head			
1.	NCR	Taguig City and Pateros	500340	Kapitan Eddie T. Reyes Integrated School	GINA R. POBLETE PH.D.			
2.	NCR	Makati City	340554	Nemesio I. Yabut Senior High School	LAWRENCE JAY S. SEDILLA			
3.	I	San Fernando City	500530	Nagyubuyuban Integrated School	MARK FRANCIS E. MUNAR			
4.	I	La Union	300123	Northern Naguilian National High School	JINKEE U. ROLDAN, EdD			
5.	I	Ilocos Sur	100469	Cervantes Central School				
6.	III	Tarlac	502347	San Juan Integrated School	ERIC R. LACHICA, PhD			
7.	IV-A	Laguna	305632	San Benito National High School	LUCYL R. AGRA			
8.	V	Camarines Sur	309773	Computer Science High School of Bicolandia	LILIBETH B. ROMAN			
9.	VI	Roxas City	501335	President Manuel Roxas Memorial Integrated School South	IRENE L. BILLONES			
10.	VI	Iloilo	501477	Libertad Integrated School	LILIBETH B. ESPINOSA			
11.	VI	Victorias City	302695	Victorias National High School	SUZETTE S. BELANDRES, PhD			
12.	VII	Cebu	500661	Cansaloay Integrated School	ANECITA R. CASTUCIANO			
13.	VII	Cebu City	312515	Quiot High School	JESUSIMA B. JUMALON			
14.	VII	Cebu	306066	Antonio O. Singco Senior High School	VIRGINIA R. GERZON			
15.	VIII	Leyte	121556	Tugbong Central School	NUEVA L. MANTUA			
16.	VIII	Baybay City	344593	Baybay City Senior High School	SARAH B. MACAWILI			
17.	IX	Zamboanga City	126097	Ayala CS	LORENA Q. BEJERANO			
18.	X	Misamis Oriental	341234	Lagonglong SHS	LIEZEL P. CAJES			
19.	XI	Island Garden City of Samal	304227	Don Esteban Dasalla National High School	SHERNEL A. IBOT			
20.	XI	Davao City	304393	Sta. Ana National High School	WELITO I. ROSAL			
21.	XII	General Santos City	304638	Buayan National High School	SITE AISHA S. TANOG			
22.	XII	North Cotabato	129966	Makatactac Elementary School	ARNEL F. BADONG			
23.	CARAGA	Agusan del Norte	500313	F.S. Omayana Elementary School	JOEL M. ANTIGUA			
24.	CARAGA	Butuan City	501572	Bancasi Integrated School	MARIVIC M. CUIZON, PhD			







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### Annex B - List of Participants

		A CONTRACTOR OF THE SECOND	Batch 2 – Ju	ine 26-28, 2024	
No.	Region	Division	School ID	School Name	Name of School Head
1.	CAR	Benguet	501810	Tacadang Integrated School	VELASCO T. METWA
2.	NCR	Las Piñas City	340550	Las Piñas City National Senior High School - CAA Campus	PACITA F. MASAPOL
3.	I	Pangasinan I, Lingayen	300168	Bayambang NHS	VIRGIL R. GOMEZ
4.	II	Cagayan	502077	Tabang Integrated School	NORBERTO C. DANNUG
5.	III	Bulacan	104730	Borol 2 <sup>nd</sup> Elementary School	MA. EVELINA C. SAMANIEGO
6.	IV-A	Rizal	342569	Taytay Senior High School	TERESITA A. CRUZ, PhD.
7.	IV-B	Palawan	502210	Narra Integrated School	BENJAMIN J, LAMITAR JR.
8.	V	Camarines Sur	112621	Goa Central School	PALMETTO P. VALENCIA
9.	V	Naga City	305875	Sta. Cruz National High School	LORENA D. GONZALES
10.	VI	Negros Occidental	502113	Bunga Integrated School	MA. LUISA N. MALLORCA
11.	VI	Negros Occidental	302603	Calatrava NHS	CHLOE L. JUANGA
12.	VII	Cebu	501351	Cuanos Integrated School	MARITES A. PADAYAO
13.	VII	Bohol	302836	Clarin National School of Fisheries	REYNALDO Q. GIONSON
14.	VII	Bohol	118797	Tubigon West Central ES	ISIDRO A. FRONTERAS
15.	VII	Cebu	305595	Lusong National High School	HARLEY TULING
16.	VII	Carcar City	343971	Tuyom Senior High School	MYRAH LOU U. REDOBLADO
17.	VIII	Northern Samar	500236	Cawayan Integrated School	PACIONA B. DOLORZO
18.	IX	Zamboanga del Norte	502208	Labason Integrated School	CHERRY C. AMPLAYO
19.	X	Ozamis City	128165	Bacolod Elementary School	EFREN A. OLIVEROS
20.	XI	Davao Oriental	304309	Cateel National Agricultural High School	PORTIA A. BURGOS
21.	XII	South Cotabato	304551	Ned National High School	REY P. PLAGA
22.	XII	South Cotabato	304651	Ligaya High School	TEOFILO M. PALMA
23.	XII	North Cotabato	305582	Ladtingan National High School	NESTOR A. CATULONG
24.	CARAGA	Surigao del Norte	340416	Alegria Stand Alone Senior High School	LORNA F. DIAZ







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# Annex C - Indicative Program of Activities [BATCH 1] June 24-26, 2024

Date	Start Time	End Time	Session Topic/Activity
June 24,			DAY O
2024			Travel time to venue
	7:30 AM	8:00 AM	DAY 1     Registration
	8:05 AM	8:15 AM	<ul><li>National Anthem</li><li>Prayer</li></ul>
	8:15 AM	8:20 AM	Welcome Remarks
	8:20 AM	8:30 AM	<ul> <li>Recognition of Participants</li> <li>Expectation Setting</li> </ul>
	8:30 AM	8:45 AM	<ul><li>House Rules</li><li>Overview of the Workshop Program</li></ul>
	8:45 AM	9:05 AM	Background on the School Structure and Staffing Standards
June 25,	9:05 AM	9:35 AM	Activity Session 1 [Presentation]     School Tasks, Programs and Services
2024	9:35 AM	10:05 AM	Activity Session 2     Time allotment for school tasks, programs & processes
	10:05 AM	10:20 AM	Health Break
	10:20 AM	12:00 NN	<ul> <li>Activity Session 2 [Cot.]</li> <li>Time allotment for school tasks, programs &amp; processes</li> </ul>
	12:00 NN	1:15 PM	Lunch Break
	1:15 PM	3:00 PM	<ul> <li>Activity Session 2 [Cot.]</li> <li>Time allotment for school tasks, programs &amp; processes</li> </ul>
	3:00 PM	3:15 PM	Health break
	3:15 PM	4:30 PM	Activity Session 2 [Cot.]     Time allotment for school tasks, programs & processes
			DAY 2 – Morning
	8:00 AM	8:05 AM	Prayer
	8:05 AM	9:30 AM	Activity Session 4     Focus Group Discussion
June 26, 2024	9:30 AM	10:00 AM	<ul> <li>Presentation of Proposed school functional areas and Staffing Complement</li> </ul>
	10:00 AM	10:15 AM	Health break
	10:15 AM	10:40 AM	Open Discussion
	10:40 AM	11:10 AM	Synthesis
	11:10 AM	11:15 AM	Closing Activity







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## Annex C – Indicative Program of Activities [BATCH 2] June 26 – 28, 2024

Date	Start Time	End Time	Session Topic/Activity
June 26,	Start Time	End line	DAY 0
2024			Travel time to venue
2027			DAY 1
	7:30 AM	8:00 AM	Registration
	0.05.435		National Anthem
	8:05 AM	8:15 AM	• Prayer
	8:15 AM	8:20 AM	Welcome Remarks
	8:20 AM	8:30 AM	Recognition of Participants
			Expectation Setting
	8:30 AM	8:45 AM	House Rules     Weakeless Programme
			Overview of the Workshop Program
	8:45 AM	9:05 AM	<ul> <li>Background on the School Structure and Staffing Standards</li> </ul>
	0.05 434	0.05 434	Activity Session 1 [Presentation]
	9:05 AM	9:35 AM	School Tasks, Programs and Services
June 27,			<ul> <li>Activity Session 2</li> </ul>
2024	9:35 AM	10:05 AM	Review of Current School Processes and
			Time-on-task
	10:05 AM	10:20 AM	Health Break
	10.00.435	10 00 2/2/	Activity Session 2 [Cot.]
	10:20 AM	12:00 NN	Review of Current School Processes and Time-on-task
	12:00 NN	1:15 PM	Lunch Break
	12.00 NN	1.13 FW	Activity Session 2
	1:15 PM	3:00 PM	Review of Current School Processes and
	1.101111	0.001141	Time-on-task
	3:00 PM	3:15 PM	Health break
			Activity Session 2
	3:15 PM	4:30 PM	Review of Current School Processes and
			Time-on-task
			DAY 2 – Morning
	8:00 AM	8:05 AM	Prayer
	8:05 AM	9:30 AM	Activity Session 4
			Focus Group Discussion
	9:30 AM	10:00 AM	<ul> <li>Presentation of Proposed school functional areas and Staffing Complement</li> </ul>
June 28,	10:00 AM	10:15 AM	Health break
2024	10:15 AM	10:40 AM	Open Discussion
	10:40 AM	11:10 AM	Synthesis
	11:10 AM	11:15 AM	Closing Activity
			Lunch Break
	11:15 AM	Onwards	Departure (Travel Time to Respective
			Station)







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