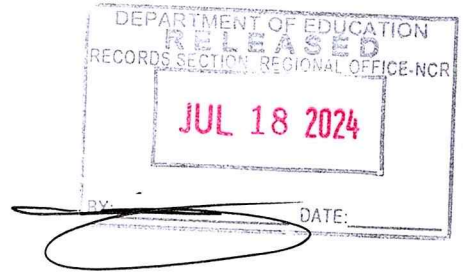




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 718

TO : **Schools Division Superintendent**
SDO Navotas City
SDO Quezon City

Chief Education Supervisor
Human Resource Development Division, NEAP R

FROM : **The Office of the Regional Director**

SUBJECT : **Participants from DepED National Capital Region in the Validation Workshop on the School Organizational Structure and Staffing Standards (SOSSS) with the Technical Working Group and Select SDO Representatives**

DATE : 18 July 2024

1. In reference to Memorandum **DM-OUHROD-2024-1293**, dated 04 July 2024, titled "Validation Workshop on the SOSSS with the TWG and Select SDO Representatives", from the Office of the Undersecretary for Human Resource and Organizational Development, Hon. Wilfredo E. Cabral, this Office informs the concerned personnel of the above-captioned subject.
2. Participants from the National Capital Region are the following:

<i>Name</i>	<i>Position</i>	<i>Office</i>
Christian T. Español	Education Program Supervisor	RO HRDD
Marco D. Meduranda	Chief Education Supervisor	SDO Navotas City
Edna V. Bañaga	Principal IV	SDO Quezon City
Karheena A. Adriano	Principal II	SDO Quezon City
Lou Sabrina S. Ongkiko	Master Teacher I	SDO Quezon City

3. The activity shall be held on **July 23-26, 2024**, at **DepEd Ecotech Center**, Cebu City.
4. Participants shall register at **https://bit.ly/SOSSS_Workshop** on or before **July 19, 2024**.
5. The participants' board and lodging shall be charged to the BHROD-SEC funds, travel expenses and per diem of the participants from Regional and Schools Division Offices shall be charged to respective local funds, while those from



Address: 6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

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schools shall be charged to AC-24-BHROD-SED-GASS-023 subject to the usual auditing rules and regulations.

6. Other details of the activity, please refer to the attached BHROD Memorandum.
7. For information and compliance.


JOCELYN DR. ANDAYA
Director IV

cte/hrdd



Address: 6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1293

FOR **UNDERSECRETARIES
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

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

SUBJECT **VALIDATION WORKSHOP ON THE SCHOOL ORGANIZATIONAL
STRUCTURE AND STAFFING STANDARDS (SOSSS) WITH THE
TECHNICAL WORKING GROUP AND SELECT SDO
REPRESENTATIVES**

DATE 04 July 2024

The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is leading a series of consultation activities crucial to the development of the School Organizational Structure and Staffing Standards (SOSSS). The results of these activities will provide empirical data to enhance the appropriateness and feasibility of the initial SOSSS prototypes.

In this regard, we would like to invite the SOSSS technical working group and key office representatives from Regional and Schools Division Offices as participants in the validation workshop **to be held on July 23-26, 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 bhrod.sed@deped.gov.ph 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 July 19, 2024,** accessible in this link: https://bit.ly/SOSSS_Workshop
2. Travel Expenses of the participants from Central Office, Regional Office, and Schools Division Offices shall be charged to local funds.
3. For participants from Schools please take note of the following:
 - a. The BHROD-SED shall process and book the plane tickets of participants from the schools charged to AC-24-BHROD-SED-GASS-023. **Kindly wait for a staff from BHROD-SED to coordinate with you.**
 - b. Local transportation and per diem shall be charged against local funds.
 - c. Indicate the fund source “AC-24-BHROD-SED-GASS-023/Local Funds” in your travel order.
4. All expenses to be made shall be subjected to the usual accounting and auditing rules and regulations.
5. For board and lodging and meal arrangement, kindly refer to the table below:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
July 23, 2024 (Day 0) <i>Travel Time to Venue</i>	✓	x	x	x	✓	✓
July 24, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
July 25, 2024 (Day 2)	✓	✓	✓	✓	✓	✓
July 26, 2024 (Travel time to station)	x	✓	x	x	x	x

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

Annex B – List of Participants
July 23-26, 2024

No.	Region	Bureau/Division	Names	Position/Office
Regional Office Participants				
1.	NCR	HRDD	Christian T. Espanol	EPS
2.	IV-A	Policy, Planning and Research Division	Adrian Bullo	Planning Officer III
3.	V	PPRD	Roy T. Banas	Chief
4.	X	HRDD	Enerio E. Ebisa	Chief, HRDD
5.	XII	HRDD	Emily F. Enolpe	Chief, HRDD
Schools Division Office Participants				
6.	NCR	SDO Navotas	Marco D. Meduranda	EPS
7.	IV-A	SDO Dasmaringas City	Angelo Uy	PSDS
8.	IV-B	SDO Oriental Mindoro	Carlo Louis F. Aldea	Budget Officer
9.	V	SDO Camarines Sur	Delfin A. Bondad	PSDS
10.	VII	SDO Cebu Province	Monina Pomarejos	HRMO
11.	VII	SDO Cebu Province	Emmanuel Mendoza	ICT Unit
12.	XI	SDO Davao del Norte	Ramel M. Pilo	Chief Education Supervisor
School Participants				
13.	V	SDO Naga City	Sulpicio C. Alferes III	Principal IV
14.	V	SDO Naga City	Aireen B. Huelva	Master Teacher I
15.	NCR	SDO Quezon City	Edna V. Banaga	Principal IV
16.	NCR	SDO Quezon City	Lou Sabrina S. Ongkiko	Master Teacher I
17.	NCR	SDO Quezon City	Karheena A. Adriano	Principal II
18.	X	SDO Bukidnon	Junmerth C. Jorta	Teacher III
Management Team				
	Name		Position	
1.	Marian M. Efono		Project Development Officer IV	
2.	Christopher L. Devera		Project Development Officer III	
3.	Ina Marie Claire Mallari		Project Development Officer III	
4.	Sebastian O. Cheng		Technical Assistant II	

**Annex C – Indicative Program of Activities
July 23-26, 2024**

Date	Start Time	End Time	Session Topic/Activity
July 23, 2024	DAY 0		
	2:00 PM	ONWARDS	Check-in at Ecotech
July 24, 2024	DAY 1		
	7:30 AM	8:00 AM	Registration
	8:00 AM	8:05 AM	National Anthem Prayer
	8:05 AM	8:10 AM	Welcome Remarks
	8:10 AM	8:20 AM	Recognition of Participants Expectation Setting
	8:20 AM	8:30 AM	House Rules Overview of the Workshop Program
	8:30 AM	8:50 AM	Session 1: Background on the School Structure and Staffing Standards
	8:50 AM	9:10 AM	Session 2: Presentation of the School Organizational Structure and Staffing Standards
	9:10 AM	9:20 AM	Health Break
	9:20 AM	10:00 AM	Session 3: Presentation of the results of consultation workshop with School Heads
	10:00 AM	12:00 NN	Activity 1: Validation of Mapping of School Tasks, Programs and Services
	12:00 NN	1:30 PM	LUNCH
	1:30 PM	1:35 PM	Afternoon Stretch
	1:35 PM	2:00 PM	Activity 2: Validation of the proposed School Organizational Structure
	2:00 PM	3:30 PM	Open Discussion on the School Organizational Structure
3:30 PM	4:00 PM	Day 1 Synthesis and Day 2 Reminders	
July 25, 2024	DAY 2		
	8:00 AM	8:05 AM	Prayer
	8:05 AM	8:15 AM	Day 2 Opening <ul style="list-style-type: none"> • Morning Stretch • Program Overview
	8:15 AM	9:50 AM	Activity 3: Validation of the proposed staffing complement
	9:50 AM	10:00 AM	Health Break
	10:00 AM	12:00 NN	Activity 4: Validation of the proposed staffing parameters
	12:00 NN	1:30 PM	Lunch
	1:30 PM	1:35 PM	Afternoon Stretch
	1:35 PM	3:15 PM	Activity 5: Discussion on the Opportunities, Challenges and Ways Forward of SOSSS
	3:15 PM	3:30 PM	Health Break
	3:30 PM	3:40 PM	Synthesis and Closing
	3:40 PM	3:50 PM	Distribution of Certificates
3:50 PM	4:00 PM	Evaluation	
July 26, 2024	DAY 3		
	8:00 AM	Onwards	Travel time to Station