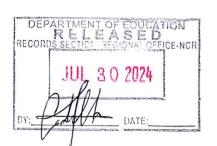


Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM ORD-2024-745

TO

Assistant Regional Director

Chief, Education Support Services Division (ESSD)

Schools Division Superintendents

SDO Marikina City SDO Parañaque City SDO Pasig City

FROM

OFFICE OF THE REGIONAL DIRECTOR

SUBJECT :

PARTICIPANTS IN THE FINALIZATION OF THE COMPETENCY

DICTIONARIES FOR THE DEVELOPMENT OF COMPETENCY MODELS

OF THE THREE (3) OCCUPATIONAL SERVICE GROUP (OSGs)

DATE

July 16, 2024

1. In reference to the memorandum DM-OUHROD-2024-1300 titled "Revalidation of Competency Dictionaries and Final Vetting of Competency Models of the three (3) Occupational Service Group (OSGS)", this Office announces the above-captioned subject on the following activities:

Occupational	Participants			
Service Group	Regional Office	SDO	Dates	Venue
Executive Service	Assistant Regional Director	Schools Divison Superintendent -SDO Parañaque	July 16-19, 2024	Lime Hotel, Pasay City
Architecture and Engineering Service	(1) Draftsman II ESSD	(1)Engineer III SDO Pasig-SGOD Education Facilities Section (1)Engineer III SDO Marikina - SGOD Education Facilities Section	- August 6-9, 2024	Lime Hotel, Pasay City

2. Details of this undertaking are stipulated in the attached memorandum.







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Republic of the Philippines

Department of Education NATIONAL CAPITAL REGION

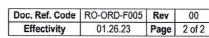
3. Immediate dissemination and compliance with this memorandum are desired.

JOCELYN DR AND

Director IV











Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024- 1300

FOR

SELECTED DEPED CO OFFICES

SELECTED REGIONAL OFFICES

SELECTED SCHOOLS DIVISION OFFICES

ALL OTHERS CONCERNED

FROM

WILFREDO E. CABRAL

Regional Director

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

SUBJECT

REVALIDATION OF COMPETENCY DICTIONARIES AND FINAL

VETTING OF COMPETENCY MODELS OF THE THREE (3)

OCCUPATIONAL SERVICE GROUP (OSGs)

DATE

03 July 2024

The Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) has completed the competency dictionaries of the six (6) identified priority DepEd Occupational Service Groups (OSGs), namely: Education, Library, Museum and Archival Service; Executive Service; Legal and Judicial Service; Agrarian, Agricultural and Environmental Service/Crafts, Trades and Related Service; and Architecture and Engineering Service, on their duties and responsibilities, from which the BHROD-HRDD crafted their competency models.

This year, the goal is to finalize the competency dictionaries for the development of competency models of the remaining three (3) OSGs, namely:

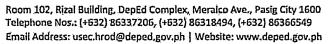
- 1. Education, Library, Museum and Archival Service
- 2. Executive Service
- 3. Architecture and Engineering Service

Competencies are observable and measurable characteristics that highlights the necessary knowledge, skills, attitudes, and key behaviors (KSABs) that are essential in terms of defining job requirements, workforce planning, recruitment, performance management, learning and development, rewards and recognition including succession planning, and other Human Resource (HR) systems.

In view of this, the revalidation of the competency dictionaries developed will be conducted to accomplish the following objectives:







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- 1. Review the competency dictionary and match competency requirements to relevant competencies. Review competency label, definition, and behavioral indicators to determine applicability to the position.
- 2. Review progression levels per competency. Discuss and agree on standard level per position. Standard is the level of competency required upon assumption of position.
- 3. Develop a competency model per position.

In this connection, your Office is requested to nominate and allow participation of the incumbents of the position identified in Annex A, noting the criteria as follows:

- 1. Have an extensive understanding of office and personnel functions.
- 2. Tenure: At least two (2) years in the current position.
- 3. With prior experience in formal or technical writing.

Please be guided on the following schedule of activities:

OCCUPATIONAL SERVICE GROUP	DATES	ÁĒŅŪĒ
Executive Service	July 16-19, 2024	Lime Hotel, Pasay City
Architecture and Engineering Service	August 6-9, 2024	Lime Hotel, Pasay City
Education, Library, Museum and Archival Service	To be announced in a separate advisor	

The check-in time is at 3:00 PM on Day 0, and check-out is at 12:00 PM on Day 3. Below are the meal arrangements:

Meals	Day 0	Day 1	Day 2	Day 3
Breakfast		√	1	1
AM Snack		√.	√	1
Lunch	1	J	✓	1.
PM Snack	✓	√	1	are an
Dinner	√	√	1	

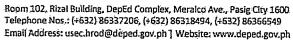
Travelling expenses of participants and program management team shall be charged against local funds. Meals and accommodation of program management team, participants and resource person shall be charged against 2024 Current GMS funds of BHROD-HRDD, subject to existing budgeting, accounting, and auditing rules and regulations.

For clarifications and concerns, please contact Ms. Juhaira Macabalang or Ms. Andrea Lim of BHROD-HRDD through telephone number (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph

For your guidance and information.







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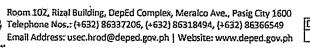
Annex A List of Participants

Executive Occupational Service Group (July 16-19, 2024)

CO/RO/SDO	Position Title	No. of Representative/s
CO - Internal Audit Service (IAS)	Director IV	1
CO - Planning Service (PS)	Director IV	1
CO - Public Affairs Service (PAS)	Director IV	1
CO - Information and Communications Technology Service (ICTS)	Director IV	1
CO - External Partnerships Service - International Cooperation Office (EPS- ICO)	Director IV	1
CO - Bureau of Curriculum Development (BCD)	Director IV Director III	2
CO - Bureau of Learning Delivery (BLD)	Director IV Director III	2
CO - Bureau of Education Assessment (BEA)	Director IV Director III	2
CO - Bureau of Learning Resources (BLR)	Director IV	1
CO - Bureau of Learner Support Services (BLSS)	Director IV	1
CO - Bureau of Alternative Education (BAE)	Director IV Director III	2
CO - Disaster Risk Reduction and Management Service (DRRMS)	Director IV	1
CO - Bureau of Human Resource and Organizational Development (BHROD)	Director IV Director III	2
CO - National Educators Academy of the Philippines - Office of the Director (NEAP)	Director IV Director III	2
CO - Project Management Service (PMS)	Director IV	1
CO - Legal Service (LS)	Director IV	1
CO - Finance Service (FS)	Director IV	1
CO - Administrative Service (AS)	Director IV Director III	2
CO - Procurement Management Service (ProcMS)	Director IV	1
CO - Teacher Education Council Secretariat (TECS)	Executive Director II	1
RO X - Office of the Regional Director	Regional Director	1
RO VII - Office of the Regional Director	Regional Director	1
RO XI - Office of the Regional Director	Regional Director	1







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RO NCR - Office of the Regional Director	Assistant Regional Director	1
SDO - Parañaque City	Schools Division Superintendent	1
SDO - IGACOS	Assistant Schools Division Superintendent	1
	TOTAL	33





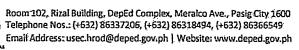
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Architecture and Engineering Service (August 6-9, 2024)

CO/RO/SDO	Position Title	No. of Representative/s
	Architect III	1
	Engineer V	1
CO - Education Facilities Division	Engineer IV	2
	Engineer III	2
	Engineer II	2
CO - General Services Division	Engineer II	1
CO – PPD	Draftsman II	1
CO - Project Management Division	Engineer IV	1
CO - Learning Resources Production Division	Engineer III	1
RO IV-A - Education Support Services Division - Education Facilities Section	Engineer III	1
RO VII - Education Support Services Division - Education Facilities Section	Engineer III	1
RO XII	Draftsman II	1
SDO La Union - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Bulacan - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Apayao - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Alaminos - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Quirino - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Bataan - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Bulacan - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Nueva Ecija - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Pampanga - School Governance and Operations Division - Education Facilities Section	Engineer III	1





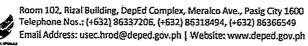
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SDO San Jose Del Monte - School	Engineer HI	1
Governance and Operations Division	Engineer m	+ 1
- Education Facilities Section	Į.	
SDO Calamba - School Governance	Engineer III	1
and Operations Division - Education	Edigitical III	1
Facilities Section	1	
SDO Quezon - School Governance	Engineer III	1
and Operations Division - Education	Engineer in	I
Facilities Section		į
SDO Cavite - School Governance and	Project III	1
•	Engineer III	<u> </u>
Operations Division - Education Facilities Section		
SDO Dasmarinas - School	Prince III	
1 ' ' '	Engineer III	1
Governance and Operations Division		
- Education Facilities Section	13 111	
SDO Batangas - School Governance	Engineer III	1
and Operations Division - Education		
Facilities Section	To a second	·
SDO Guimaras - School Governance	Engineer III	1
and Operations Division - Education		
Facilities Section	B * III	4.
SDO Cebu City - School Governance	Engineer III	1
and Operations Division - Education		
Facilities Section		
SDO Calbayog - School Governance	Engineer III	1
and Operations Division - Education		
Facilities Section	T) * TYT	-
SDO Pagadian City - School	Engineer III	1
Governance and Operations Division		·
- Education Facilities Section		
SDO Cagayan De Oro - School	Engineer III	1
Governance and Operations Division		
- Education Facilities Section		
SDO Lanao Del Norte - School	Engineer III	1
Governance and Operations Division		
- Education Facilities Section		
SDO Tagum City - School	Engineer III	1
Governance and Operations Division		
- Education Facilities Section		
SDO South Cotabato - School	Engineer III	1
Governance and Operations Division		
- Education Facilities Section		
SDO Pasig - School Governance and	Engineer III	1
Operations Division - Education		
Facilities Section		
SDO Marikina - School Governance	Engineer III	1
and Operations Division - Education		
Facilities Section		
RO I	Draftsman II	1
RO II	Draftsman II	1
RO III	Draftsman II	1
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	TOTAL	55
CAR	Draftsman II	1
NCR	Draftsman II	1
RO XII	Draftsman II	1
RO XI	Draftsman II	1
RO X	Draftsman II	1
RO IX	Draftsman II	1
RO VIII	Draftsman II	1
RO VII	Draftsman II	1
RO VI	Draftsman II	1
RO V	Draftsman II	1
RO IV-B	Draftsman II	1,
RO IV-A	Draftsman II	1







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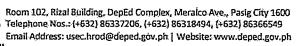
Revalidation of Competency Dictionaries and Final Vetting of Competency Models for the Executive Occupational Service Group (OSG)

PROGRAM DESIGN

Time	PROGRAM DESIGN Activity
	July 16, 2024 (DAY 0)
12:00 - 1:00 PM	Lunch and Registration
1:00 – 2:30 PM	Preliminary Activities National Anthem; Prayer Objective Setting Presentation of Program Flow
3:00 PM onwards	CHECK-IN
3:30 PM - 5:00 PM	Presentation: Context of Competency Development; and DepEd Situationer and Roadmap of Competency Development of Non-Teaching Personnel
6:00 PM - 8:00 PM	DINNER
	July 17, 2024 (DAY 1)
9:00 AM - 9:30 AM	Ice Breaker and Recap
9:30 AM - 12:00 NN	Activity 1: Individual Review of the Draft Philippine Standards for Non-teaching Occupational Service Groups
12:00 NN - 1:00 PM	LUNCH
1:00 PM-1:15 PM	Ice Breaker
1:15 PM- 3:30 PM	Activity 2: Individual Validation of the Competency Profiles (per Job Position)
3:30 -3:45	Coffee Break
3:45 PM-5:00 PM	Process Check
6:00 – 8:00 PM	DINNER
	July 18, 2024 (DAY 2)
8:30 AM-9:00 AM	Preliminaries Prayer; Energizer Recap of Day 1
9:00 AM-12:00 PM	Activity 3: Job Group Validation and Discussion of the Competency Model and Profiles (per Job Group – CO, RO, SDO)
12:00 PM-1:00 PM	LUNCH
1:00 PM-3:00 PM	Continuation of Activity 3: Job Group Validation and Discussion on the Competency Profiles (per Job Group — CO, RO, SDO); Preparation for group presentation
3:00 PM-5:00 PM	Activity 4: Presentation (per group) and Plenary Discussion
5:00 PM	Process Check and End of Day 2
6:00 - 8:00 PM	DINNER
	July 19, 2024 (DAY 3)
8:30 AM-9:00 AM	Preliminaries • Prayer; Energizer







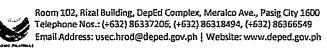
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	Recap of Day 2
9:00 AM-11:00 AM	Continuation of Activity 4: Presentation (per group) and Plenary Discussion
11:00 AM-12:00 NN	Ways Forward & Closing Remarks
12:00 NN	Lunch & Departure







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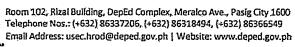


Revalidation of Competency Dictionaries and Final Vetting of Competency Models for the Engineering and Architecture Service Group (OSG)

PROGRAM DESIGN

Time	Activity
	August 6, 2024 (DAY 0)
12:00 - 1:00 PM	Lunch and Registration
1:00 – 2:30 PM	Preliminary Activities National Anthem; Prayer Objective Setting Presentation of Program Flow
3:00 PM onwards	CHECK-IN
3:30 PM - 5:00 PM	Presentation: Context of Competency Development; and DepEd Situationer and Roadmap of Competency Development of Non-Teaching Personnel
6:00 PM - 8:00 PM	DINNER
	August 7, 2024 (DAY 1)
9:00 AM – 9:30 AM	Ice Breaker and Recap
9:30 AM - 12:00 NN	Activity 1: Individual Review of the Draft Philippine Standards for Non-teaching Occupational Service Groups
12:00 NN - 1:00 PM	LUNCH
1:00 PM-1:15 PM	Ice Breaker
1:15 PM- 3:30 PM	Activity 2: Individual Validation of the Competency Profiles (per Job Position)
3:30 -3:45	Coffee Break
3:45 PM-5:00 PM	Process Check
6:00 – 8:00 PM	DINNER
	August 8, 2024 (DAY 2)
8:30 AM-9:00 AM	Preliminaries Prayer; Energizer Recap of Day 1
9:00 AM-12:00 PM	Activity 3: Job Group Validation and Discussion of the Competency Model and Profiles (per Job Group – CO, RO, SDO)
12:00 PM-1:00 PM	LUNCH
1:00 PM-3:00 PM	Continuation of Activity 3: Job Group Validation and Discussion on the Competency Profiles (per Job Group – CO, RO, SDO); Preparation for group presentation
3:00 PM-5:00 PM	Activity 4: Presentation (per group) and Plenary Discussion
5:00 PM	Process Check and End of Day 2
6:00 - 8:00 PM	DINNER August 9, 2024 (DAY 3)
8:30 AM-9:00 AM	Preliminaries

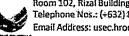




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	Prayer; EnergizerRecap of Day 2
9:00 AM-11:00 AM	Continuation of Activity 4: Presentation (per group) and Plenary Discussion
11:00 AM-12:00 NN	Ways Forward & Closing Remarks
12:00 NN	Lunch & Departure



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