



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 Service Group	Participants		Dates	Venue
	Regional Office	SDO		
Executive Service	Assistant Regional Director	Schools Division 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	August 6-9, 2024	Lime Hotel, Pasay City
		(1)Engineer III SDO Marikina - SGOD Education Facilities Section		

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



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

JOCELYN DR ANDAYA
Director IV



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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 (BHRD-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 BHRD-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:

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	VENUE
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 advisory	

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		✓	✓	✓
AM Snack		✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

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.

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 (BHRD)	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

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

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

CO/RO/SDO	Position Title	No. of Representative/s
CO - Education Facilities Division	Architect III	1
	Engineer V	1
	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

SDO San Jose Del Monte - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Calamba - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Quezon - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Cavite - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Dasmariñas - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Batangas - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Guimaras - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Cebu City - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Calbayog - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Pagadian City - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Cagayan De Oro - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Lanao Del Norte - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Tagum City - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO South Cotabato - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Pasig - School Governance and Operations Division - Education Facilities Section	Engineer III	1
SDO Marikina - School Governance and Operations Division - Education Facilities Section	Engineer III	1
RO I	Draftsman II	1
RO II	Draftsman II	1
RO III	Draftsman II	1

RO IV-A	Draftsman II	1
RO IV-B	Draftsman II	1
RO V	Draftsman II	1
RO VI	Draftsman II	1
RO VII	Draftsman II	1
RO VIII	Draftsman II	1
RO IX	Draftsman II	1
RO X	Draftsman II	1
RO XI	Draftsman II	1
RO XII	Draftsman II	1
NCR	Draftsman II	1
CAR	Draftsman II	1
TOTAL		55

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

PROGRAM DESIGN

Time	Activity
July 16, 2024 (DAY 0)	
12:00 – 1:00 PM	Lunch and Registration
1:00 – 2:30 PM	Preliminary Activities <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Prayer; Energizer

	• 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

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • Prayer; Energizer • 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