



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2024- 980

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Caloocan
 SDO Makati
 SDO Mandaluyong
 SDO Pasig
 SDO Quezon City
 SDO San Juan
 SDO Taguig City and Pateros
 SDO Valenzuela

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **REVALIDATION OF COMPETENCY DICTIONARIES AND FINAL VETTING OF COMPETENCY MODELS OF THE THREE (3) OCCUPATIONAL SERVICE GROUP (OSGs)**

DATE : September 20, 2024

- This is in reference to the Advisory dated September 18, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, informing the concerned Schools Division Office about the above-captioned subject.
- The following personnel are advised to attend the **Revalidation Workshop for the Education, Library, Museum and Archival Service (ELAS) Group** which will be held on **September 23 to 26, 2024** at **Lime Hotel, Pasay City**:

SDO	Designation
Caloocan	Chief Education Supervisor, CID
Makati	One (1) Librarian I
Mandaluyong	One (1) Guidance Coordinator III
Pasig	Education Program Supervisor - Learning Resources Management
Quezon City	One (1) School Librarian II
San Juan	One (1) School Librarian III
Taguig City and Pateros	One (1) School Librarian I
Valenzuela	Chief Education Supervisor, CID



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3. The identified participants are requested to confirm their attendance through the registration link: <https://bit.ly/ELASRegistration>. First meal on Day 0 and last meal on Day 3 shall be lunch.
4. The participants' board and lodging will be charge to NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to their local funds subject to the usual accounting and auditing rules and regulations.
5. For other questions and concerns, kindly coordinate Ms. Juhaira Macabalang or Ms. Andrea Lim of BHROD-HRDD through telephone number (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.
6. Immediate dissemination and strict compliance with this Memorandum is desired.


JOCELYN DR ANDAYA
Director IV



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

September 18, 2024

Final Schedule of the Revalidation of Competency Dictionaries for the Education, Library, Museum and Archival Service (ELAS) Occupational Service Group (OSG)

This is relative to DM-OUHROD-2024-1300 on the *Revalidation of Competency Dictionaries and Final Vetting of Competency Models of the Three (3) Occupational Service Groups (OSGs)*.

We would like to inform you that the revalidation workshop for the **Education, Library, Museum and Archival Service (ELAS) Group** will be held from **September 23-26, 2024**, at the **Lime Hotel, Pasay City**, in consideration of the review and approval of procurement of venues.

Participants shall also register through this link:

<https://bit.ly/ELASRegistration>

For inquiries and clarifications, please contact the BHROD-HRDD at email address bhrod.hrdd@deped.gov.ph or telephone number: 8470-6630.

Thank you very much.


WILFREDO E. CIBRAL

Regional Director

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





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1300

TO: 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 highlight the necessary knowledge, skills, attitudes, and key behaviors (KSABs) that are essential in terms of doing job requirements effectively, planning, recruitment, performance management, learning and development, rewards and recognition, leading succession planning, and other HR systems.

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

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

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

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OCCUPATIONAL SERVICE GROUP	DATES	VENUE
...
...
...
...

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

Meals	Day 0	Day 1	Day 2	Day 3
Breakfast	✓	✓	✓	✓
AM Snacks	✓	✓	✓	✓
LN	✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓
LN	✓	✓	✓	✓

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

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

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LIST OF PARTICIPANTS

• Central Office

Name	Position	Office/Division
1. Isabela A. Victorino	Chief Education Program Specialist	Bureau of Curriculum Development – Curriculum Standards Development Division
2. Gretchen G. Cordero	Chief Education Program Specialist	Bureau of Education Assessment – Education Research Division
3. Bessy C. Agamata	Chief Education Program Specialist	Bureau of Learning Resources – Learning Resources Production Division
4. Ryan T. Lactao	Supervising Education Program Specialist	Bureau of Learning Resources – Learning Resources Production Division
5. Mark Alvin M. Cruz	Supervising Education Program Specialist	National Educators Academy of the Philippines – Quality Assurance Division
6. Charlie B. Tayas	Supervising Education Program Specialist	Project Management Service – Project Development Division
7. Donabelle Bihasa	Senior Education Program Specialist	Teacher Education Council Secretariat
8. Maria Katrina L. Gregorio	Senior Education Program Specialist	Planning Service – Planning and Programming Division
9. Lawrence T. Carandang	Senior Education Program Specialist	Planning Service – Policy Research and Development Division
10. Jessie Mazeen Santos	Education Program Specialist II	Teacher Education Council Secretariat
11. Gian Eric M. Adao	Education Program Specialist II	Bureau of Learner Support Services – School Health Division
12. Jessica Kristel C. Abeleda	Education Program Specialist II	National Educators Academy of the Philippines – Professional Development Division
TOTAL CO Participants: 12 pax		

• Regional Office

Position	Regional Office/Division	No. of Participants
Chief Education Supervisor	DepEd NCR – Curriculum and Learning Management Division (CLMD) – Office of the Division Chief	1
	Region I – Human Resource Development Division (HRDD)	1

	Region VI – Education Support Services Division (ESSD)	1
	Region VII – Quality Assurance Division (QAD)	1
	Region IX - FTAD	1
	Region X – Policy, Planning and Research Division (PPRD)	1
Education Program Supervisor	Region IV-A – CLMD – Learning Resource Management Division (LRMD)	1
	Region IV-A - HRDD	1
	Region VIII – Field Technical Assistance Division (FTAD)	1
	Region VI - QAD	1
	Region XI - HRDD	1
	Region XI - QAD	1
Senior Education Program Specialist	Region V - HRDD	1
	Region VII - HRDD	1
	Region XIII (CARAGA) - HRDD	1
	Region XIII (CARAGA) - CLMD	1
Education Program Specialist II	DepEd CAR – CLMD – Office of the Div. Chief	1
	Region VI - HRDD	1
	Region XII - PPRD	1
TOTAL RO Participants: 19 pax		

• **Schools Division Office**

Position	Schools Division Office/Division	No. of Participants
Chief Education Supervisor	SDO Caloocan – Curriculum Implementation Division (CID) - Office of the Division Chief	1
	SDO Valenzuela – CID - Office of the Division Chief	1
	SDO Bacolod – School Governance and Operations Division (SGOD)	1
	SDO Camiguin – School Governance and Operations Division (SGOD)	1
Education Program Supervisor	SDO Pasig – CID – Learning Resources Management (LRM)	1
	SDO Iloilo – SGOD	1
	SDO Cagayan de Oro - PPRD	1
Senior Education Program Specialist	SDO Cavite – SGOD – Planning and Research	1

	SDO Bohol – SGOD – School Management M&E	1
	SDO Zamboanga del Sur – SGOD - HRDD	1
Education Program Specialist II	SDO Dasmariñas - CID – Learning Resources Management	1
	SDO Batangas – CID – Instructional Management	1
	SDO Nueva Ecija – CID – Instructional Management	1
	SDO Capiz – SGOD – Social Mobilization and Networking	1
	SDO Mandaue – SGOD – School Management M&E	1
	SDO Negros Occidental – CID – Learning Resources Management	1
	SDO General Santos City – SGOD - HRDD	1
	SDO General Santos City – SGOD – Planning and Research	1
Guidance Coordinator III	SDO Mandaluyong	1
	SDO Cebu City	1
	SDO Davao City	1
Guidance Counselor III	SDO Dasmariñas	1
	SDO Bacolod	1
	SDO Cotabato	1
School Librarian III	SDO Cavite	1
	SDO San Juan City	1
School Librarian II	SDO Dasmariñas	1
	SDO Quezon City	1
School Librarian I	SDO Taguig	1
	SDO Batangas	1
Librarian II	SDO Baguio City	1
	SDO Biñan	1
Librarian I	SDO Makati	1
	SDO Cotabato	1
TOTAL SDO Participants: 34		

Total No. of CO, RO, and SDO pax: 65

Revalidation of Competency Dictionaries and Final Vetting of Competency Models for the Education, Library and Archival Service (ELAS) Occupational Service Group (OSG)

PROGRAM DESIGN

Time	Activity
September 23, 2024 (DAY 1)	
9:00 AM – 9:30 AM	Preliminary Activities <ul style="list-style-type: none"> • National Anthem; Prayer • Acknowledgment of Participants • Objective Setting • Presentation of Program Flow
9:30 AM – 10:30 AM	Presentation: Context of Competency Development; and DepEd Situationer and Roadmap of Competency Development of Non-Teaching Personnel
10:30 AM – 10:40 AM	Coffee Break
10:40 AM – 12:00 NN	Presentation: Competency Writing and Determining Competency Levels
12:00 NN – 2:00 PM	Lunch and Check-In
2:00 PM – 2:15 PM	Energizer
2:15 PM – 4:30 PM	Activity 1: Individual Review of the Draft Philippine Standards for Non-Teaching Occupational Service Groups
4:30 PM – 5:00 PM	Process Check and Reminders End of Day 1
6:00 PM – 8:00 PM	DINNER
September 24, 2024 (DAY 2)	
9:00 AM – 9:30 AM	Preliminaries <ul style="list-style-type: none"> • Prayer; Ice Breaker • Recap of Day 1
9:30 AM – 12:00 NN	Activity 2: Individual Validation of the Competency Profiles (per Job Position)
12:00 NN – 1:30 PM	LUNCH
1:30 PM – 1:45 PM	Energizer
1:45 PM – 4:30 PM	Activity 3: Job Group Validation and Discussion on the Competency Profiles (per Job Group – CO, RO, SDO); Preparation for group presentation
4:30 PM – 5:00 PM	Process Check and End of Day 2
6:00 PM – 8:00 PM	DINNER
September 25, 2024 (DAY 3)	
9:00 AM – 9:30 AM	Preliminaries <ul style="list-style-type: none"> • Prayer; Energizer • Recap of Day 2
9:30 AM – 10:30 AM	[CONTINUATION] Activity 3: Job Group Validation and Discussion on the Competency Profiles (per Job Group – CO, RO, SDO); Preparation for group presentation

10:30 AM – 12:00 NN	Activity 4: Presentation (per group) and Plenary Discussion
12:00 NN – 1:30 PM	LUNCH
1:30 PM – 4:30 PM	[CONTINUATION] Activity 4: Presentation (per group) and Plenary Discussion
4:30 PM – 5:00 PM	Process Check and End of Day 3
6:00 PM – 8:00 PM	DINNER
September 26, 2024 (DAY 4)	
9:00 AM – 9:30 AM	Preliminaries <ul style="list-style-type: none"> ◦ Prayer; Energizer ◦ Recap of Day 3
9:30 AM – 11:30 AM	[CONTINUATION] Activity 4: Presentation (per group) and Plenary Discussion
11:30 AM – 12:00 NN	Ways Forward and Closing Remarks
12:00 NN – 1:30 PM	LUNCH AND DEPARTURE