



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024-1094

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

Division Office of Navotas City
Division Office of Pasig City
Division Office of Quezon City
Division Office of Marikina City

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **CONSULTATION WORKSHOP ON THE PROPOSED DEPED ORDER ON SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS)**

DATE : October 16, 2024

1. Attached is Memorandum *DM-OUHROD-2024-2066* from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary, Human Resource and Organizational Development and School Infrastructure and Facilities dated October 14, 2024 relative to the consultation workshop on School Organizational Structure and Staffing Standard (SOSSS) to be held on October 27-30, 2024 at DepEd-NCR NEAP, Marikina City.
2. Participants identified in the Memorandum are advised to attend, copy of the list is attached.
3. For information and strict compliance.



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-2066

**TO : ALL CONCERNED BUREAU AND SERVICE DIRECTORS
ALL CONCERNED REGIONAL DIRECTORS
ALL CONCERNED SCHOOLS DIVISION SUPERINTENDENTS**

FROM : WILFREDO E. CABRAL
*Regional Director
Officer-In-Charge, Office of the Undersecretary for
Human Resource and Organizational Development and
School Facilities and Infrastructure*

**SUBJECT : CONSULTATION WORKSHOP ON THE PROPOSED DEPED
ORDER ON SCHOOL ORGANIZATIONAL STRUCTURE AND
STAFFING STANDARDS (SOSSS)**

DATE : October 14, 2024

The Department of Education, through the Bureau of Human Resource and Organizational Development - School Effectiveness Division (BHROD-SED), is currently conducting a study on **School Organizational Structure and Staffing Standards (SOSSS)**. This study aims to develop responsive organizational structures and relevant staffing standards for public Elementary and Junior High Schools.

After a series of consultation and validation workshops with select personnel from field offices and schools, the BHROD-SED will conduct a **consultation workshop on the proposed DepEd Order on SOSSS from October 27-30, 2024**, inclusive of travel time, at **NEAP Marikina**. The details of the workshop are as follows:

A. Objectives of the Workshop

1. Present updates on the roadmap for the development of SOSSS;
2. Present a summary of the consultation and validation workshops;
3. Draft and validate key provisions of the DepEd Order:
 - Definition of School Functional Areas
 - Job Summary of proposed school-based personnel

Kindly refer to **Annex A** for the indicative program of activities.

B. Administrative Arrangements

Invited Participants and Registration

Kindly see **Annex B** for the list of invited participants. For confirmation of attendance, please register on or before October 21, 2024 using this link: bit.ly/SOSSSWorkshopRegistration.

Travel Expenses

Travel Expenses shall be charged to local funds. All expenses are subject to the usual accounting and auditing rules and regulations. For Central Office participants, travelling expenses shall be charged against BHROD-SED funds with activity code: AC-24-BHROD-SED-GASS-001.

Board and Lodging and Meal Arrangements

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
October 27, 2024 (Day 0)	✓	×	×	×	×	✓
October 28, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
October 29, 2024 (Day 2)	✓	✓	✓	✓	✓	✓
October 30, 2024 (Day 3)	×	✓	✓	✓	×	×

- Participants may check-in on October 27, 2024 at 2:00 PM and shall check-out on October 30, 2024 at 12:00 NN.
- No extension or early accommodation shall be allowed other than the provided schedule.
- BHROD-SED shall coordinate with the school participants for their respective flight details.

Should there be further concerns/questions, please coordinate with Ms. Ina Marie Claire E. Mallari or Mr. Sebastian O. Cheng of BHROD-SED via email at bhrod.sed@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY

[BHROD-SED/Mallari]

Annex A: Indicative Program of Activities

INDICATIVE PROGRAM OF ACTIVITIES

**Consultation Workshop on the Proposed DepEd Order on School
Organizational Structure and Staffing Standards (SOSSS)
October 27-30, 2024 | NEAP Marikina**

Time	Activity
October 27, 2024 (Day 0): Travel Time	
October 28, 2024: Day 1	
8:00 AM-8:30 AM	Registration
8:30 AM-9:00 AM	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Opening Remarks • Presentation of Workshop Objectives and Expected Outputs • Presentation of Program Design • House Norms
9:00 AM-9:30 AM	Priming Session
9:30 AM-10:30 AM	Session 1: Review of SOSSS Roadmap
10:30 AM-11:30 AM	Session 2: Presentation of Results of IDInsight
11:30 AM-12:00 NN	Session 3: SOSSS and IDInsight Alignment Checking
12:00 NN-1:30 PM	LUNCH
1:30 PM-3:30 PM	Session 4: Drafting of SOSSS DO Key Provisions: Definition of Proposed School Functional Areas
3:30 PM-4:30 PM	Session 5: Presentation and Critiquing of Session 4 Outputs
4:30 PM-5:00 PM	Day 1 Closing and Day 2 Reminders
October 29, 2024: Day 2	
8:30 AM-9:00 AM	Day 2 Opening <ul style="list-style-type: none"> • Prayer • Day 1 Recap • Day 2 Objectives, Expected Outputs, and Program Flow • Ice Breaker
9:00 AM-12:00 NN	Session 6: Drafting of SOSSS DO Key Provisions: Job Summary of Proposed School-based personnel
12:00 NN-1:30 PM	LUNCH
1:30 PM-3:30 PM	Session 7: Presentation and Critiquing of Session 6 Outputs
3:30 PM-4:30 PM	Session 8: Finalization of Outputs
4:30 PM-5:00 PM	Day 2 Closing and Day 3 Reminders
October 30, 2024: Day 3	
8:30 AM-9:00 AM	Day 3 Opening <ul style="list-style-type: none"> • Prayer • Day 2 Recap • Day 3 Objectives, Expected Outputs, and Program Flow • Ice Breaker
9:00 AM-10:30 AM	(Cont.) Session 8: Finalization of Outputs
10:30 AM-11:30 AM	Session 9: Presentation of Final Outputs
11:30 AM-12:00 NN	Closing Program
12:00 NN – onwards	Check-out

Annex B: List of Invited Participants

INVITED PARTICIPANTS

Consultation Workshop on the Proposed DepEd Order on School Organizational Structure and Staffing Standards (SOSSS)

October 27-30, 2024 | NEAP Marikina

Region	SDO	Bureau/Office/School	Representative	Position
Central Office				
Administrative Service - Asset Management Division			One (1) Authorized Representative	
Finance Service – Accounting Division				
Bureau of Curriculum Development				
Bureau of Learning Delivery				
Bureau of Education Assessment				
Bureau of Learner Support Services – Learner Formation Division				
Bureau of Learner Support Services – School Health Division				
Bureau of Human Resource and Organizational Development-Organization Effectiveness Division				
Bureau of Human Resource and Organizational Development-Human Resource Development Division		Two (2) Authorized Representatives		
REGIONAL OFFICE				
Region IV-A	N/A	Policy Planning and Research Division	Mr. Adrian Bullo	Planning Officer III
Region X	N/A	Administrative Division-Personnel Section	Ms. Anna Mae M. Atillo-Dresser	Regional HRMO
SCHOOLS DIVISION OFFICE				
NCR	SDO Navotas	Curriculum Implementation Division	Mr. Marco D. Meduranda	Chief Education Program Supervisor
NCR	SDO Pasig	School Governance and Operations Division	Dr. Victor M. Javena	Chief Education Program Supervisor
Region IV-B	SDO Oriental Mindoro	Finance Unit-Budget	Mr. Carlo Louis F. Aldea	Budget Officer III
SCHOOLS				
NCR	SDO Quezon City	Commonwealth HS	Ms. Edna V. Bañaga	Principal IV
NCR	SDO Quezon City	<i>*To be identified by the SDO</i>		Administrative Officer IV
NCR	SDO Marikina	<i>**To be identified by the SDO</i>		Administrative Officer II
Region IV-A	SDO Rizal	San Francisco ES	Ms. Karheena A. Adriano	Principal II
Region IV-A	SDO San Pablo City	San Pedro ES	Atty. Aimee Joy Aringo-Javilagnon	Principal I
Region VII	SDO Cebu City	<i>***To be identified by the SDO</i>		School Head
Region X	SDO Bukidnon	Keupiyanan Te Balugo	Mr. Junmerth T. Jorta	Teacher III

*Authorized representative should be One (1) Administrative Officer IV in a school that is tagged as an Implementing Unit

**Authorized representative should be One (1) Administrative Officer II deployed in an Elementary School

***Authorized representative should be a Teacher-in-Charge (TIC) of an Integrated School

Kindly confirm your attendance on or before October 21, 2024 using this link:
bit.ly/SOSSSWorkshopRegistration.

