

Republic of the Philippines

Department of EducationNATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 1 0 9 4

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

- 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.







Address: 6 Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph
Website: depedncr.com.ph





Republika ng Bilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024_2064

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

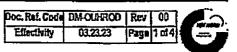
Website: https://www.deped.gov.ph

- Present updates on the roadmap for the development of SOSSS;
- Present a summary of the consultation and validation workshops;
- 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)	1	·>	~	✓	*	4
October 29, 2024 (Day 2)	7	*	~	4	*	✓
October 30, 2024 (Day 3)	×	*	~	*	×	×

- Participants may check-in on October 27, 2024 at 2:00 PM and shall checkout 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:

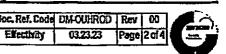
OFFICE OF THE SECRETARY

Website: https://www.deped.gov.ph

[BHROD-SED/Mallari]







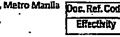
INDICATIVE PROGRAM OF ACTIVITIES

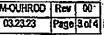
Consultation Workshop on the Proposed DepEd Order on School Organizational Structure and Staffing Standards (SOSSS)

October 27-30, 2024 | NEAP Marikina

Time	Activity	
October 27, 2024 (Day	•	
October 28, 2024: Day		
8:00 AM-8:30 AM	Registration	,
MA 00:9-MA 08:8	Opening Program	
	National Anthem	
	Prayer	
	Opening Remarks	eggent in the
:	Presentation of Workshop Objectives and Expected Outputs	
	Presentation of Program Design	
	House Norms	
9:00 AM-9:30 AM	Priming Session	54 ta 4 ta 55
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	The state of the s
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	·
2.00 1 112-0.00 1 112	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		
8:30 AM-9:00 AM	Day 2 Opening	14 m 1 gs
0.00124,500124	• Prayer	'
	Day 1 Recap	<u> </u>
	Day 2 Objectives, Expected Outputs, and Program Flow	l
	Ice Breaker	l
9:00 AM-12:00 NN	Session 6: Drafting of SOSSS DO Key Provisions: Job	
).00 11M-12.00 M.	Summary of Proposed School-based personnel	
12:00 NN-1:30 PM	LUNCH	1
1:30 PM-3:30 PM	Session 7: Presentation and Critiquing of Session 6 Outputs	1,
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	8	
8:30 AM-9:00 AM	Day 3 Opening	J. 1. 1. 2. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
0.0012.12 3100 12.11	• Prayer	1
	Day 2 Recap	, .c
	Day 3 Objectives, Expected Outputs, and Program Flow	
}	Lee Breaker	
9:00 AM-10:30 AM	(Cont.) Session 8: Finalization of Outputs	14700 G: 1373;
10:30 AM-11:30 AM		1 1 2
11:30 AM-12:00 NN	Closing Program	
12:00 NN - onwards	Check-out.	1 7 7 7 1 11
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INVITED PARTICIPANTS

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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 Off	ice		. '' :			
Administra								
Finance Se								
Bureau of								
	Learning Deliver				_			
	Education Asses		•					
		Services – Learner	One (1) Authorized	Representative				
Formation					. .			
		Services – School	•					
Health Div								
		e and Organizational			•			
		Effectiveness Division	·		•			
		e and Organizational urce Development	The ON Asset and I	Zammanamtatinaa	• •			
Developme Division	ent-numan keso	irce Development	Two (2) Authorized I	· •				
Division	Seatone, on							
Region	N/A	REGIONAL OFFICE Policy Planning and	Mr. Adrian Bullo	Planning	Townstay Control of the			
IV-A	MA	Research Division	Mi. Adimi Duno	Officer III				
Region X	N/A	Administrative	Ms. Anna Mae M.	Regional	• •			
10gion 71		Division-Personnel	Atillo-Dresser	HRMO	.,			
		Section						
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NCR	SDO Navotas	Curriculum	Mr. Marco D.	Chief	11 11 12 12 12 12 12 12 12 12 12 12 12 1			
		Implementation	Meduranda	Education	,			
		Division		Program				
				Supervisor				
NCR	SDO Pasig	School Governance	Dr. Victor M.	Chief	~ .: .			
		and Operations	Jayena	Education	,			
		Division		Program	-			
<u> </u>				Supervisor				
Region	SDO Oriental	Finance Unit-Budget	Mr. Carlo Louis F.	Budget Officer				
IV-B	Mindoro		Aldea	III				
NOD	1.000	SCHOOLS	136 333 37	D :	scaicars			
NCR	SDO Quezon City	Commonwealth HS	Ms. Edna V. ·. Bañaga	Principal IV	tora kie coli, bok			
NCR	SDO Quezon	*To be identified by the S		Administrative	1			
11010	City	10 De lucimijieu Dy lite t	<i></i>	Officer IV				
NCR SDO Marikina		**To be identified by the	SDO	Administrative				
				Officer II	<u> </u>			
Region	SDO Rizal	San Francisco ES	Ms. Karheena A.	Principal II	E.			
IV-A	1		Adriano					
Region	SDO San	San Pedro ES	Atty: Aimee Joy	Principal I				
IV-A	Pablo City		Aringo-Javilagnon					
Region	SDO Cebu	***To be identified by the		School Head	1 <i>:</i>			
VII	City		•]			
Region X	SDO	Keupiyanan Te Balugo	Mr. Junmerth T.	Teacher III	1			
Į	Bukidnon		Jorta		J			
*Authorized w	arragantativa chauld	he One (1) Administrative Offices	all in a sahaal that in targe	d T1				

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^{**}Authorized representative should be One [I] 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.

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