

## Republic of the Philippines

# Department of Education

NATIONAL CAPITAL REGION



## REGIONAL MEMORANDUM ORD-2024- 1098

TO : Schools Division Superintendent

SDO Navotas City SDO Quezon City SDO Marikina City SDO Pasig City

FROM : The Office of the Regional Director

SUBJECT: Participants from DepED National Capital Region in the

Consultation Workshop on the Proposed DepEd Order on School

Organizational Structure and Staffing Standards (SOSSS)

**DATE** : 17 October 2024

- 1. In reference to Memorandum **DM-OUHROD-2024-2066**, dated 14 October 2024, titled "Consultation Workshop on the Proposed DepEd Order on SOSSS," from the Office of the Undersecretary for Human Resource and Organizational Development and School Facilities and Infrastructure, Hon. Wilfredo E. Cabral, this Office informs the concerned personnel of the above-captioned subject.
- 2. Participants from the National Capital Region are the following:

Name	Position	Office	
Marco D. Meduranda	Chief Education Supervisor	SDO Navotas City	
Victor M. Javena	Chief Education Supervisor	SDO Pasig City	
Edna V. Bañaga	Principal IV	SDO Quezon City	
Roselyn Sencil	Administrative Officer IV	SDO Quezon City	
Cammille Eunice Carmona	Administrative Officer II	SDO Marikina City	

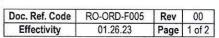
- 3. The activity shall be held on **October 27 to 30, 2024**, at **DepEd NCR NEAP Marikina City**. Check-in is on October 27 at 2:00 PM, while check-out is on October 30, 2024 at 12:00NN.
- 4. Participants shall register at https://bit.ly/SOSSSWorkshopRegistration on or before October 21, 2024.















## Republic of the Philippines

# Department of Education

NATIONAL CAPITAL REGION

- 5. Travel expenses shall be charged to respective local funds subject to the usual auditing rules and regulations.
- 6. Other details of the activity, please refer to the attached BHROD Memorandum.
- 7. For information and compliance.

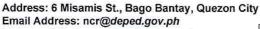
JOCELYN DR ANDAYA
Director IV

cte/hrdd

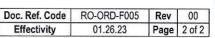








Website: http://www.depedncr.com.ph







#### Republika ng Pilipinas

# 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:

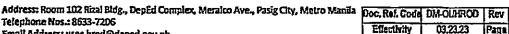
#### A. Objectives of the Workshop

- 1. Present updates on the roadmap for the development of SOSSS;
- 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

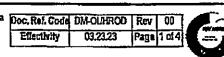
Kindly refer to Annex A for the indicative program of activities.







Email Address: usec.hrod@deped.gov.ph Website: https://www.deped.gov.ph



#### 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)	<b>*</b>	×	×	×	×	✓
October 28, 2024 (Day 1)	1	·/	<b>*</b>	✓	*	1
October 29, 2024 (Day 2)	1	*	~	<b>*</b>	*	✓
October 30, 2024 (Day 3)	×	*	✓	<b>*</b>	×	×

- 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.

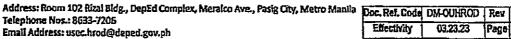
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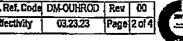
OFFICE OF THE SECRETARY

[BHROD-SED/Mallari]









#### Annex A: Indicative Program of Activities

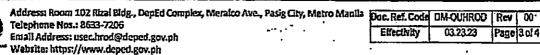
#### INDICATIVE PROGRAM OF ACTIVITIES

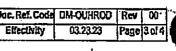
# Consultation Workshop on the Proposed DepEd Order on School Organizational Structure and Staffing Standards (SOSSS)

October 27-30, 2024 | NEAP Marikina

Time	Activity	
October 27, 2024 (Day	O): Travel Time	
October 28, 2024: Day	1	
8:00 AM-8:30 AM	Registration	
8:30 AM-9:00 AM	Opening Program	1 - 1 - 1 - 1
	National Anthem	
	Prayer	
	Opening Remarks	egiet in the second
	Presentation of Workshop Objectives and Expected Outputs	
	Presentation of Program Design	
	House Norms	
9:00 AM-9:30 AM	Priming Session	2-612-6-32-25
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	7
11:30 AM-12:00 NN	Session 3: SOSSS and IDInsight Alignment Checking	5 1 1 1 1 1 1 1 1 1 1
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	<i>'</i> ;;
4:30 PM-5:00 PM	Day 1 Closing and Day 2 Reminders	
October 29, 2024: Day		] <u>.</u>
8:30 AM-9:00 AM	Day 2 Opening	54 4 1 5
	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		di e si dine.
3:30 PM-4:30 PM	Session 8: Finalization of Outputs	] A Chairmigh .
4:30 PM-5:00 PM	Day 2 Closing and Day 3 Reminders	College was Tay.
October 30, 2024: Day		<u> </u>
8:30 AM-9:00 AM	Day 3 Opening	-C1 C
	Prayer	:
	Day 2 Recap	1.00
	Day 3 Objectives, Expected Outputs, and Program Flow	1 1 1 1 1 1 1 1 1
	Ice Breaker	and the second
9:00 AM-10:30 AM	(Cont.) Session 8: Finalization of Outputs	
10:30 AM-11:30 AM	Session 9: Presentation of Final Outputs	7
11:30 AM-12:00 NN	Closing Program .	] <i>ม</i> เฉ
12:00 NN - onwards	Check-out :	] :









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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	*1 390 <b>19</b> 8
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Administra	region of				
Finance Se	Finance Service – Accounting Division				
Bureau of	Curriculum Deve	lopment			
Bureau of	Learning Deliver	у			
Bureau of	Education Asses	sment	371		
Bureau of	Learner Support	Services - Learner	One (1) Authorized 1	Representative	1
Formation	Division				82
Bureau of	Learner Support	Services - School	Ti .		
Health Div		*			
Bureau of	Human Resource	and Organizational			×
Developme	ent-Organization	Effectiveness Division			
		e and Organizational			* x
Developme	ent-Human Reso	arce Development	Two (2) Authorized F	Representatives	*
Division	<u> </u>				
M.		REGIONAL OFFI			REGIONAL OF
Region	N/A	Policy Planning and	Mr. Adrian Bullo	Planning	
IV-A		Research Division		Officer III	ž æ
Region X	N/A	Administrative	Ms. Anna Mae M.	Regional	
		Division-Personnel	Atillo-Dresser	HRMO	**
		Section	<u></u>	K	
		SCHOOLS DIVISION			10 1 1 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
NCR	SDO Navotas	Curriculum	Mr. Marco D.	Chief	N
		Implementation	Meduranda	Education	
		Division		Program	
				Supervisor	4
NCR	SDO Pasig	School Governance	Dr. Victor M.	Chief	, , ,
		and Operations	Javena	Education	1
		Division		Program	
				Supervisor	4
Region	SDO Oriental	Finance Unit-Budget	Mr. Carlo Louis F.	Budget Officer	****
IV-B	Mindoro	COLLOOL C	Aldea	III	
MOD	I ODO O	SCHOOLS Commonwealth HS	M= 124 17	Deinsteal IV	20300.52
NCR	SDO Quezon	Commonwealth HS	Ms. Edna V.	Principal IV	
NCR	City SDO Quezon	*To be identified by the	Bañaga	Administrative	
NCR	City	10 be identified by the i	300	Officer IV	
NCR	SDO Marikina	**To be identified by the	SDO	Administrative	100
NCR	SDO Marikina	10 be identified by the	טעמ	Officer II	
Region	SDO Rizal	San Francisco ES	Ms. Karheena A.	Principal II	E.
IV-A	SDO Kizai	San Francisco ES	Adriano	rinicipal II	
Region	SDO San	San Pedro ES	Atty: Aimee Joy	Principal I	Carre Const
IV-A	Pablo City		Aringo-Javilagnon	I illicipai i	K
Region	SDO Cebu	***To be identified by the		School Head	
VII	City	School School		School Head	9
Region X	SDO	Keupiyanan Te Balugo	Mr. Junmerth T.	Teacher III	1
1108.011 /1	Bukidnon		Jorta		
*Authorized r		he One (1) Administrative Office		d as an Implementin	J

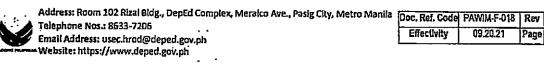
<sup>\*</sup>Authorized representative should be One (1) Administrative Officer IV in a school that is tagged as an Implementing

<sup>\*\*</sup>Authorized representative should be One (1) Administrative Officer II deployed in an Elementary School

<sup>\*\*\*</sup>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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