




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024-1217

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Marikina City
SDO San Juan City
SDO Quezon City
SDO Makati City

FROM : **JOCELYN DR ANDAYA** 
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **PARTICIPANTS TO THE WORKSHOP ON REDEFINING JOB ROLES OF SDO NON-TEACHING PERSONNEL (CLUSTER 1&2)**

DATE : November 8, 2024

1. In reference to DM-OUHROD-2024-2189 dated 31 October 2024 from the Office of the Undersecretary, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development the field is hereby informed regarding the above-captured subject.
2. Attached is the list of Participants (Enclosure 1) to the Workshop on Redefining Job Roles of SDO Non-teaching Personnel (Cluster 1&2)
3. This Memorandum shall likewise serve as the official travel authority document of the participants.
4. Please refer to the attached Memorandum for the complete details.
5. For questions and concerns, please coordinate with Arren V. Aduan, Education Program Supervisor - HRDD-L&D NEAP(R) at hrdd.ncr@deped.gov.ph.
6. Immediate dissemination and compliance of this memorandum is desired.



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Republic of the Philippines
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Enclosure 1:

**PARTICIPANTS TO THE WORKSHOP ON REDEFINING JOB ROLES OF
SDO NON-TEACHING PERSONNEL (CLUSTER 1&2)**

CLUSTER 1

NO.	NAME	POSITION	OFFICE
1	JENNIFER VIVAS	Assistant Schools Division Superintendent	SDO Marikina
2	JOHN EDWARD BANAY	SGOD SMN - Project Development Officer II	SDO San Juan City
3	JOSEFINO POGOY	CID Chief Education Supervisor	SDO San Juan City

CLUSTER 2

NO.	NAME	POSITION	OFFICE
1	CYNTHIA AYLES	Schools Division Superintendent	SDO Marikina City
2	ROSALIE TRONGCO	SGOD Chief Education Supervisor	SDO Makati City
3	DR. DANTE NACPIL	SGOD SHN - Medical Officer III	SDO Quezon City
4	REPRESENTATIVE	Finance Unit - Admin Assistant III/ II	SDO Quezon City



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OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-2199

TO : **MARIO M. BERMUDEZ**, OIC-Director IV, BHROD
FERDINAND B. PITAGAN, Director IV-ICTS
Regional Directors Concerned
School Division Superintendents Concerned
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **WORKSHOP ON REDEFINING JOB ROLES OF**
SDO NON-TEACHING PERSONNEL (CLUSTER 1&2)

DATE : October 31, 2024

DepEd Order 007, s. 2023 or the Guidelines on Recruitment, Selection, and Appointment in the Department of Education upholds the principle of merit, fitness, competence, equal opportunity, transparency, and accountability as outlined in the DepEd Merit Selection Plan. The goal is to hire right people for the right job at the right time and enabling DepEd and its human resources to effectively address the 21st-century challenges and opportunities thus, ensuring the delivery of quality, accessible, relevant and liberating basic education services.

Under this policy, DepEd units, personnel and stakeholders are guided with a systematic and competency-based process for recruitment, selection and appointment of personnel. This necessitates the Bureau of Human Resource and Organizational Development (BHROD) to develop a competency-based job descriptions (JD) for all job groups across the organization, serving as a foundation for job information, job evaluation and hiring of right individuals for each position.

In this regard, the BHROD-Organization Effectiveness Division will conduct a two-cluster workshop for the review and revision of the job descriptions of non-teaching personnel at the Schools Division Office (SDO) level, entitled **Workshop on Redefining Job Roles of SDO Non-Teaching Personnel**. Details of the said activities are as follows:

Cluster	Schedule/Venue	Job Groups to be reviewed
1	November 12-15, 2024 (Within Region 9)	SGOD, CID, and OSDS Personnel and ICT unit



2	November 25-29, 2024 (Within NCR)	OSDS Proper, Admin and Finance units, Legal unit SGOD School Health and Nutrition
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The specific venue of the workshops shall be announced on a separate advisory.

The list of selected participants is provided in **Annex A**, and the indicative program can be found in **Annex B** of this memo for your reference. These individuals were chosen as they are the incumbents of the positions where the JDs will be reviewed. They are expected to provide valuable firsthand information through in-depth interviews and focus group discussions to be conducted during the workshop's breakout sessions.

All participants for the Cluster are requested to accomplish the online pre-registration through this link: <https://tinyurl.com/JD-RegistrationForm> on or before **November 4, 2024**.

Moreover, kindly take note of the following administrative and logistical arrangements:

	Day 1 (Tuesday)	Day 2 (Wednesday)	Day 3 (Thursday)	Day 4 (Friday)
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch		✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

1. There will be no Day 0. The program proper will begin on **Day 1** at 01:00 P.M. Participants may check in at 2:00 P.M.
2. Last meal will be lunch on **Day 4**. Participants are expected to check out on the last day at 12:00 NN.
3. Board and lodging of all participants shall be charged against FY 2024 GASS funds under Activity Codes **AC-24-BHROD-GASS-23** for **Cluster 1** and **AC-24-BHROD-GASS-24** for **Cluster 2**. Travelling and other miscellaneous expenses of the participants shall be charged against their respective local funds subject to the usual accounting and auditing rules and regulations.
4. Participants are requested to bring their own **laptops** and **extension cords** for the workshops.

For further inquiries and/or clarification, please contact **Ms. Pia P. Pangilinan** or **Mx. Van Sanchez** of the BHROD-OED through email at bhrod.oed@deped.gov.ph or you may call at telephone number 8633-5375.

For your guidance and appropriate action.

Thank you.



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ANNEX A: OFFICIAL LIST OF PARTICIPANTS

WORKSHOP ON REDEFINING JOB ROLES OF SDO NON-TEACHING
PERSONNEL (CLUSTER 1)
LIST OF PARTICIPANTS
November 12-15, 2024

Position to Review	SDO Size	No. of Pax	Names/ SDO
Schools Division Superintendent		2	1. Orlando E. Manuel - SDS, SDO Nueva Viscaya 2. Virgilio Batan Jr., - SDS Zambo Sibugay
Asstn School Division Superintendent		2	1. Myron Gil Talosig – OIC ASDS SDO Gingoog 2. Jennifer Vivas – ASDS SDO Marikina
SGOD Chief Education Supervisor	L, VL	2	1. Gilbert Solidum – SDO Iloilo 2. Rommel L. Libang – OIC ASDS, SDO Cagayan Province
SGOD SMN - Project Development Officer II (DRRM assigned)	S, L, VL	3	1. Glenn Z. Sabido - SDO Iloilo 2. Lea Imelda Ibayán – SDO Sta. Rosa City 3. John Edward Banay – SDO San Juan City
Education Facilities – Engineer III	M, L, VL	3	1. Engr. Meljan I. Torres- SDO Aklan 2. Engr. Caroline Q. Lagula – SDO Nueva Viscaya 3. Engr. Benjamin P. Saligan – SDO Zambo City
Planning and Research – Planning Officer III	S, M, L	3	1. Larry C. Alde - SDO Borongan 2. Yonylde Escano -Batistil – SDO Bukidnon 3. Norben T. Nicasio – SDO Ilagan, Isabela
CID Chief Education Supervisor	S, M, L	2	1. Carmela Restificar – SDO Bohol 2. Josefino Pogoy – SDO San Juan City
CID Ofc of the Chief - Admin Aide VI	S, M, L	2	1. Melody Joy Z. Rabina - SDO Bohol 2. Jaquelyn R. Attaban – SDO Cagayan
CID LRM - Librarian II	S, L, VL	3	1. Grace G. Saret - SDO Ligao City 2. Ronnjemmele A. Rivera-SDO Quezon Province 3. Rowena R. Depositario – SDO CamSur
CID LRM - Project Development Officer II	S, M, L	3	1. Marilou Galvez - SDO Tangub (S) 2. Dorely Eliza D. Pobletin – SDO Zambo City 3. Geraldine Carillo – SDO Ligao City
OSDS ICT Unit - Information Technology Officer I	S, M, L	3	1. Stephen Pascual -SDO Digos 2. Elson Jamero – SDO Camiguin 3. Arturo D. Tuazon -ICTS USD (Formerly SDO Binan)
Admin Unit - Administrative Officer V	VL, M	2	1. Maria Dolores D. Atienza – SDO Quezon Province 2. Jeanette E. Larena - SDO Siquijor
Personnel - Administrative Officer IV	L, M	2	1. Juvy Lyn L. Mangibunog-SDO Kidapawan City 2. Marita L. Gonzales, SEPS- HRD SDO Rizal
Personnel - Administrative Officer II	M, VL	3	1. Lerio P. Espero- SDO South Cotabato 2. Vince Angelo L. Dedace – SDO Quezon Province 3. Jerico Lex E. Argana – SDO San Pablo City
Personnel - Administrative Assistant III	L, M	3	1. Nerrisa M. Calayca- SDO Cotabato 2. Jan Frederick Vincent - SDO Pangasinan I 3. Ivy S. Durante – SDO Iriga City
BHROD Facilitator		1	Cecilia G. Tiamson
BHROD Facilitator		1	Pia P. Pangilinan-Eugenio



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ANNEX B

WORKSHOP ON REDEFINING JOB ROLES OF SDO NON-TEACHING PERSONNEL (CLUSTER 1)

November 12-15, 2024

Program Objective:

1. Align and update the duties and responsibilities of non-teaching positions with the existing standards such as office function version 3, QMS processes and Philippine Professional Standards for Supervisors, SH and Teachers.
2. Come up with relevant and effective job description that will address overlapping and duplication of functions among non-teaching positions in the Schools Division Office.

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
DAY 1: Tuesday (November 12)		
AM	<i>Travel Time</i>	
PM Meals: 3:00pm -Snacks 6:00pm -Dinner	<i>Registration Preliminaries National Anthem Invocation Introduction of Participants Assign Groupings per Job Classification</i>	
DAY 2: Wednesday (November 13)		
AM Meals: 06:00am – Breakfast 08:00am – Program proper 10:30am - Health Break 12:00pm - Lunch	<i>Prayer Opening Message from BHROD Director Context of the OED Program Objectives Discussion of Job Roles per Cluster Workshop 1: Review the existing JD of Non-Teaching Positions per Functional Division in SDO. Provide template & database in redefining roles and functions</i>	<i>Enhanced and aligned Duties and Responsibilities of Positions under the following offices:</i> <ul style="list-style-type: none"> • SGOD SMN, Facilities, P&R • CID LR Mngt, Office of the Chief • OSDS ICT
PM 01:00pm- Program Proper 3:00pm - Health Break 6:00pm -Dinner	<i>Energizer Continuation of Workshop 1: Redefine the existing duties and responsibilities per job group.</i> <ul style="list-style-type: none"> • SGOD SMN, Facilities, P&R 	



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INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
	<ul style="list-style-type: none"> CID LR Mngt, Office of the Chief OSDS ICT 	
DAY 3: Thursday (November 14)		
AM Meals: 06:00am - Breakfast 10:30am - Health Break 12:00pm - Lunch	Prayer Energizer Management of Learning Workshop 2: Plenary Presentation and Critiquing of the Output of SGOD Job Group <ul style="list-style-type: none"> SGOD SMN, Facilities, Planning and Research 	Vetted duties and responsibilities of positions under SGOD SMN, Facilities, Planning and Research
PM Meals: 3:00pm - Snacks 6:00pm - Dinner	Energizer Workshop 3: Plenary Presentation and Critiquing of the Output of CID & OSDS Job Group <ul style="list-style-type: none"> CID LR Mngt, Office of the Chief OSDS ICT Unit 	Vetted duties and responsibilities of positions under CID LR Mngt, Office of the Chief
DAY 4: Friday (November 15)		
AM Meals: 06:00am - Breakfast 10:30am - AM Snacks 12:00pm - Lunch	Prayer Energizer Management of Learning Continuation of Workshop 3: Plenary Presentation and Critiquing of the Output of OSDS Job Group <ul style="list-style-type: none"> OSDS ICT Unit Ways Forward Closing Remarks Accomplish Workshop Evaluation Distribution of Certificates	Vetted duties and responsibilities of positions under OSDS ICT Unit Presented Outputs of Cluster 1 and agreed next steps
END OF WORKSHOP		



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Position to Review	SDO Size	Number of Pax	Name/ SDO
BHROD Facilitator		1	<i>Cecilia G. Tiamson</i>
BHROD Facilitator		1	<i>Pia P. Pangilinan-Eugenio</i>
BHROD Facilitator		1	<i>Jeric Francis Llanto</i>
BHROD Facilitator		1	<i>Asmen Halog</i>
BHROD Facilitator		1	<i>Van Paulo Sanchez</i>
BHROD Documenter/Secretariat		1	<i>Rose Merval Albo</i>
BHROD - HRDD		1	<i>Andrea D. Lim</i>
Total		45	