



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2024- 754

To : STEPHEN R. PASCUAL
Information Technology Officer

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

Date : November 5, 2024

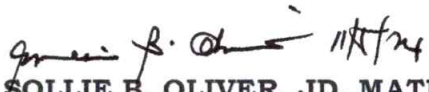
Attached is DepEd Memorandum DM-OUHROD-2024-2189 regarding the *Workshop on Redefining Roles of SDO Non-Teaching Personnel*, an activity focused on reviewing and revising the job descriptions of non-teaching personnel at the Schools Division Office (SDO) level.

You are directed to attend the activity. The schedule for Cluster 1 is November 12–15, 2024, and the venue will be within Region 9.

Travel and other incidental expenses for participants will be charged to local funds, subject to the usual accounting and auditing rules and regulations. For more details, please refer to the attached memorandum.

For your information and compliance.

For and in the Absence of the Schools
Division Superintendent


SOLLIE B. OLIVER, JR., MATE
Chief Education Supervisor SGOD
Officer-In-Charge

DepEd Schools Division of Digos City
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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM
DM-OUHROD-2024- 2129

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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2





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OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-2189

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**
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

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

DATE : October 29, 2024

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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 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	<i>Registration Preliminaries National Anthem Invocation Introduction of Participants Assign Groupings per Job Classification</i>	
Meals: 3:00pm -Snacks 6:00pm -Dinner		
DAY 2: Wednesday (November 13)		
AM	<i>Prayer Opening Message from BHROD Director Context of the OED Program Objectives Discussion of Job Roles per Cluster</i>	<i>Enhanced and aligned Duties and Responsibilities of Positions under the following offices:</i> • SGOD SMN, Facilities, P&R • CID LR Mngt, Office of the Chief • OSDS ICT
<i>Meals:</i> 06:00am – Breakfast 08:00am – Program proper 10:30am - Health Break 12:00pm - Lunch	<i>Workshop 1: Review the existing JD of Non-Teaching Positions per Functional Division in SDO. Provide template & database in redefining roles and functions</i>	
PM	<i>Energizer Continuation of Workshop 1: Redefine the existing duties and responsibilities per job group.</i> • SGOD SMN, Facilities, P&R	
<i>01:00pm- Program Proper 3:00pm - Health Break 6:00pm -Dinner</i>		



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INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
	- 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 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 - 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 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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ANNEX B

**WORKSHOP ON REDEFINING JOB ROLES OF SDO NON-TEACHING
PERSONNEL (CLUSTER 2)**
November 25-28, 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 25)		
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 26)		
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> • OSDS Proper • Administrative Unit • Finance Unit • Legal Unit • SHN
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>	



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INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
	• OSDS Proper • Administrative Unit • Finance Unit • Legal Unit • SHN	
DAY 3: Thursday (November 27)		
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 under OSDS and Admin Unit • OSDS Proper • Admin Unit ○ Cash Section, ○ Personnel Section; • Legal • SHN	Vetted duties and responsibilities of positions under OSDS Proper, Admin Unit(Cash, Personnel & Property Sections) and School Health & Nutrition
PM Meals: 3:00pm -Snacks 6:00pm -Dinner	Energizer Workshop 3: Plenary Presentation and Critiquing of the Output under Finance Unit • Accounting Section • Budget Section	Vetted duties and responsibilities of positions under Finance Unit (Accounting Section)
DAY 4: Friday (November 28)		
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 under Finance Unit • Budget Section Ways Forward Closing Remarks Accomplish Workshop Evaluation Distribution of Certificates	Vetted duties and responsibilities of positions under Finance Unit (Budget Section) Presented Outputs of Cluster 2 and agreed next steps
END OF WORKSHOP		



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Department of Education

ROUTING SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

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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 – SDO Cagayan
SGOD SMN - Project Development Officer II (DRRM assigned)	S, L, VL	3	1. Glenn Z. Sabido - SDO Iloilo 2. Lea Imelda Ibayan – 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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Position to Review	SDO Size	No. of Pax	Names/ SDO
BHROD Facilitator		1	Jeric Francis Llanto
BHROD Documenter/Secretariat		1	Van Paulo Sanchez
BHROD Documenter/Secretariat		1	Rose Merval Albo
BHROD - HRDD		1	Andrea D. Lim
BHROD - ODir		1	Director Mario Bermudez
Total		45	

WORKSHOP ON REDEFINING JOB ROLES OF SDO NON-TEACHING PERSONNEL (CLUSTER 2)
LIST OF PARTICIPANTS

November 25-28, 2024 | Axiaa Hotel, Quezon City

Position to Review	SDO Size	Number of Pax	Name/ SDO
Schools Division Superintendent		2	1. Cynthia Ayles – SDO Marikina 2. Mariano B. De Guzman – SDO Iriga City
Asstn School Division Superintendent		2	1. Rodel S. Magnaye – SDO Palawan 2. Roberto Donceras Napere Jr., SDO Bukidnon
OSDS Proper – Admin Assistant III/ II	L	1	1. Margie Lyn Antazo – SDO Cavite Province
Admin Unit - Administrative Officer V	S, M L, VL	4	1. Conrad C. Gabarda – SDO Tayabas 2. Zenaida B. Porras -SDO Tacurong 3. Myrel Lopez, SDO Dagupan City 4. Jane S. Fuentes – SDO Rizal
Admin Unit - Administrative Aide VI	M	1	1. Mike Kevin A.Asuncion-SDO Koronadal City
Cash - Administrative Officer IV	M, L	2	1. Cherry Mae Rachelle P. Bongco – SDO Zambo City 2. Leoniloa E. Tabaranza -SDO Sarangani
Property - Administrative Officer IV	M, L	2	1. Marnie J. Ampatin – SDO Zambo City 2. Gaye D. Castillo – SDO Nueva Viscaya
Records - Administrative Officer IV	S, M,	2	1. Arlene A. Operario – SDO Borongan 2. Ian Francois Polintan – SDO Mabalacat City
Finance Unit - Accountant III (To accomplish JD of ADAS III and ADAS II, Finance Unit)	S, M, L	4	1. Ana Riva Lanat – SDO Dipolog 2. Carlo P. Divedor – SDO South Cotabato 3. Ma. Josefina M. Lagman – SDO Batangas City 4. Raquel F. Esquerra – SDO Antipolo City
Finance Unit - Admin Assistant III/ II	L	1	1. Representative – SDO Quezon City
Budget Unit - Administrative Officer V	M	2	1. Amaflor Bejerano –RO9 SDO Isabela City 2. Mark Lorren T. Tejano - SDO MisOr
Budget Unit - Administrative Assistant III	M	1	1. Rodan O. Contemprato – SDO Gen. Trias City
SGOD Chief Education Supervisor	M	1	Rosalie Trongco - SDO Makati
CID Chief Education Supervisor	M	1	Lorna Medrano - SDO Lipa City
SGOD SHN - Medical Officer III	M, L, VL	3	1. Dr. Rainero U. Reyes – SDO Cavite Province 2. Dr. Rante Nakpil – SDO Quezon City 3. Dr. Victor Laurence B. Besas – Oroquieta City
SGOD SHN - Dentist II	S, M, L	3	1. Dr. Fatima Palencia – SDO Camarines Sur 2. Dr. Epifania P. Tumaliuan – SDO N. Viscaya 3. Dr. Mary Ann Omega – SDO Leyte
SGOD SHN - Nurse II	S, M, L	3	1. Namue S. Dela Torre – SDO Cebu Province 2. Stephen Mark Castres – SDO Davao Oriental 3. Christian H. Harina – SDO Batangas
OSDS Legal Unit - Attorney III	M, VL	2	1. Atty. Lovelyn Atienza – SDO Lipa City 2. Atty. Rexcia Maria Baldeo – SDO Quezon Province
OSDS Legal Unit - Legal Asstn I	L	1	1. Giselle Macawile – SDO Rizal



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