



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

19 JULY 2022

DIVISION MEMORANDUM
Series 2022

**PARTICIPATION TO WORKSHOP TO REVIEW THE JOB DESCRIPTIONS OF
RELATED TEACHING POSITIONS IN THE REGION AND SCHOOLS
DIVISION OFFICES AS MEMBER OF THE NATIONAL TECHNICAL
WORKING GROUP (NTWG)**


To : **IRISH KARYLLE D. MONTE, PhD.**
Senior Education Program Specialist -HRD


From : **JONATHAN S. DELA PEÑA, PhD., CESO V**
Schools Division Superintendent

1. Pursuant to DepEd BHROD Memorandum DM HROD 0642 and attached BHROD Memorandum, you are hereby directed to the **Workshop to Review the Job Descriptions of Related Teaching Positions in the Region and Schools Division Offices on August 8-12, 2022 in Bohol.**
2. Board and lodging of participants shall be charged against BHROD-OPDNTF funds while travelling and other miscellaneous expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
3. For your information and compliance

Encls.: None

References: *None*

 To be indicated in the Perpetual Index
under the following subjects:

 TRAINING
TRAVEL

SGOD, mta






Republic of the Philippines
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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

FROM: 
ATTY. ANNE RACHEL C. MIGUEL
*Director IV and concurrent Officer-in-Charge
OUHROD, NEAP, PS, ICO and DEACO*

**SUBJECT: WORKSHOP TO REVIEW THE JOB DESCRIPTION OF RELATED
TEACHING POSITIONS IN THE REGION AND SCHOOLS
DIVISION OFFICES**

DATE: 18 July 2022

DepEd Order No. 19, s. 2022 or the Merit Selection Plan (MSP) ensures that in all governance levels the Department hires and retains the right people for the right job at the right time, by strictly adhering to the principles of merit, fitness, competence, equal opportunity, transparency, and accountability. It shall also guide its personnel and stakeholders in the selection, hiring, appointment, and promotion of individuals in the teaching, school administration, related teaching, and non-teaching positions in all governance levels.

Relative to this, the Bureau of Human Resource and Organizational Development- Organization Effectiveness Division (BHROD-OED), in collaboration with the members of the National Technical Working Group (NTWG) of Philippine Professional Standards for Supervisors and School Heads, will conduct a face-to-face workshop to **Review the Job Description of Related-Teaching Positions in the Region and School Division Office on August 8-12, 2022 in Bohol.**

This activity aims to align the job descriptions of related teaching positions in the RO and SDO with the existing standards and guidelines such as *DepEd Order 25, s. 2020 or the National Adoption and Implementation of the Philippine Professional Standards for Supervisors (PPSS)*, the *Compendium of Office Functions*, and the *National Quality Management Systems and Processes*. Likewise, this undertaking will address the career progression and delineate functions among Education Supervisors, Education Program Specialists, and other related teaching positions in the RO and SDO, who play vital roles in the improvement of school learning outcomes.

Participants of the above-mentioned workshop are the TWG members and focal persons who are the job holders of the positions and were assigned or designated to different units, thus they have

extensive exposure, institutional knowledge and understanding of functions of the positions under review.

Attached is the list of participants (Annex A) and indicative program (Annex B) for your reference.

Board and lodging of all participants shall be charged against OPDNTP funds while 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.

For queries and/or further clarification, you may contact the BHROD-OED through telephone number (02) 8633-5375, or email at bhrod.oed@deped.gov.ph.

For your information and guidance. Thank you.

Annex A**WORKSHOP TO REVIEW THE JOB DESCRIPTION OF RELATED-TEACHING POSITIONS IN THE REGION AND SCHOOL DIVISION OFFICE****LIST OF PARTICIPANTS**

Region 7- SDO BOHOL

August 8-12, 2022

Name	Position/Station
<i>TWG Members for Philippine Professional Standards for Supervisors and School Heads</i>	
1. Apao, Leah Bueno	ASDS, SDO Mandaue City
2. Argamosa, Marylou V.	Principal 1, Palapas Elem. School, SDO Ligao City
3. Caballero, Filmore R.	CES – CID, SDO Valenzuela City
4. Dayandante, Irene U.	PSDS – CID, SDO Camarines Sur
5. Ebisa, Enerio E.	Principal IV, Tambo Central School, SDO Iligan City
6. Felipe, Renato N. Jr.	PSDS – CID, SDO Manila
7. Ganancial, Sarah D.	Secondary School Principal II, Sta. Teresa Nat'l High School, SDO Guimaras
8. Morcilla, Marife T.	EPS -CID, SDO Lipa City
9. Osmeña, Luz E.	CES – HRDD, RO 4A
10. Siao, Marilyn B.	SDS-SDO, Catbalogan, RO8
<i>Additional Members of the NTWG to Review the JD of Related Teaching Positions</i>	
11. Tolentino, Chinita A.	PSDS – CID SDO Lucena City
12. Edwina Manalang	Region 1 - QAD
13. Marlene Delos Santos	Region 2 - SDO Cagayan
14. Octavio V. Cabasag	Region 2 - CLMD
15. Jerry B. Sario	Region 2 - HRDD
16. Edwin Marcos	Region 3 - QAD
17. Michael Girard Alba	Region 4A - FTAD
18. Wendell I. Formalejo	Region 4B - FTAD
19. Evangeline Saculo	Region 5 - FTAD
20. Donato Delgado	Region 6 - QAD
21. Cristito A. Eco	Region 7 - ARD
22. Alhadzmar A. Lantaka	Region 9 - PPRD
23. Carlos Llamas III	Region 10 - CLMD
24. Myron Talosig	Region 10 - ESSD
25. Irish Karylle D. Monte	SDO Misamis Oriental, RO10
26. Warlito E. Hua	Region 11 - ESSD
27. Mervie Seblon	Region 12 -HRDD
28. Aida I. Payang	CAR - PPRD
29. Bernabe Linog	CARAGA - ESSD
30. Lilia A. Ricero	NCR - PPRD
31. Elpidia B. Bergado	SDO Cavite, RO4A

Name	Position/Station
32. Cesar M. Mojica	SDO Bacoor, RO4A
33. Chief Education Supervisor	CID, SDO Bohol
34. Chief Education Supervisor	SGOD, SDO Bohol

Name	Position/Station	Number of Pax
CO Participants and Facilitators		
35. Jennifer E. Lopez	BHROD - ODIR	1
36. Technical Staff	BHROD - ODIR	1
37. Cecille A. Anyayahan	BHROD-HRDD	1
38. Representative	BHROD-HRDD	1
39. PDO V/ PDO IV	PPD -Planning Service	1
40. PDO V/ PDO IV	QAD - NEAP	1
41. Charles Cedrick C. Maghirang	BHROD - OED (Facilitator)	1
42. Cecilia G. Tiamson	BHROD - OED (Facilitator)	1
43. Pia P. Pangilinan	BHROD - OED (Facilitator)	1
44. Ana Rose G. Valila	BHROD - OED (Documenter)	1
45. Rosmeval S. Albo	BHROD - OED (Secretariat)	1
TOTAL		45

Annex B

**BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT
ORGANIZATION EFFECTIVENESS DIVISION**

**Workshop to Review the Job Description of Related-Teaching Positions in the Region and
School Division Office**

General Objective: To review and revise the Job Description of Related Teaching Positions in DepEd

Specific Objective:

1. Align the duties and responsibilities of related teaching position with the PPSS, and PPST standards
2. Revise and finalize the job description to address overlapping and duplication of functions among related teaching positions in the field offices

INDICATIVE PROGRAM OF ACTIVITIES

TIME	ACTIVITY	Expected Output
DAY 1: August 8, Monday		
AM	<i>Travel Time</i>	
3:00p.m. – 6:00 p.m.	<i>Registration (1:00pm) Opening Program Session 1: Preliminaries Session 2: Presentation of Draft Outputs from conducted online activities</i>	
DAY 2: August 9, Tuesday		
8:30 a.m. – 12:00 nn	<i>Session 3: Opening Message from Dir. Jennifer Lopez and Context of the Review Process Workshop 1: Review the JD of Related Teaching Position per Functional Division in RO and SDO. Assign grouping per functional division</i>	<i>Reviewed JDs of RO and SDO Related Teaching Positions</i>
1:30 – 5:00 p.m.	<i>Energizer Workshop 2: Continuation of the review the JD of Related Teaching Position per Functional Division in RO and SDO.</i>	<i>Reviewed JDs of RO and SDO Related Teaching Positions</i>
DAY 3: August 10, Wednesday		
8:30 a.m. – 12:00 nn	<i>Management of Learning</i>	

TIME	ACTIVITY	Expected Output
	Workshop 3: Plenary and Critiquing of the Output of each Functional Division in RO • RO – FTAD, QAD, PPRD	Validated JD of RO Related Teaching Positions in FTAD, QAD and PPRD
1:30p.m. – 5:00 p.m	Workshop 4: Plenary Presentation and Critiquing of the Output of each Functional Division in RO RO – CLMD, HRDD, and ESSD	Validated JD of RO Related Teaching Positions in CLMD, HRDD and ESSD
DAY4: August 11, Thursday		
8:30 a.m. – 12:00 nn	Management of Learning Workshop 5: Plenary Presentation and Critiquing of the Output of each Functional Division in the SDO CID – CES, EPS, PSDS, EPS-LR, EPS2	Validated JD of SDO Related Teaching Positions in CID
1:30p.m. – 5:00 p.m	Workshop 5: Plenary Presentation and Critiquing of the Output of each Functional Division in the SDO SGOD – CES, EPS SocMOB, HRD, PR, and SMME	Validated JD of SDO Related Teaching Positions in SGOD
DAY4: August 12, Friday		
8:30 a.m. – 12:00 nn	Management of Learning Session 4: Initial Discussions on the Review of School Redistricting Guidelines Discussion of the Agreements and Ways Forward Closing Program	Agreements Collected Softcopy of Validated JD of all Related Teaching Positions in RO and SDO
END OF WORKSHOP		

SCHEDULE OF MEALS:

	Monday Aug 08	Tuesday Aug 09	Wednesday Aug 10	Thursday Aug 11	Friday Aug 12
Breakfast		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	