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

Office of the Schools Division Superintendent

13 June 2022

DIVISION MEMORANDUM
Series 2022

PARTICIPATION AS MEMBER OF THE NATIONAL TECHNICAL WORKING GROUP (NTWG) TO REVIEW THE JOB DESCRIPTIONS OF DEPED RELATED TEACHING POSITIONS AND REVISION OF THE SCHOOL REDISTRICTING GUIDELINES

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, you are hereby directed to attend scheduled activities on the Review of Job Descriptions of DepEd Related Teaching Positions and Revision of the School Redistricting Guidelines on the following dates:
   Part I - June 15- 16, 2022 (online)
   Part II - June 29-30, 2022 (online)
   Part III- July 4-8, 2022 (online)
   Final Validation- 1st Week of August (face to face, TBA)

2. Further, for services rendered on Saturdays, Sundays and Holidays, you are hereby entitled of a Compensatory Time-Off (CTO) per CSC and DBM Joint-Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Service Rendered.

3. For your information and compliance

Encls.: None
References: *None*
To be indicated in the Perpetual Index under the following subjects:
ONLINE TRAINING

SGOD, mta

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022- 0642

TO: **ALL REGIONAL DIRECTORS**
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM: **WILFREDO E. CABRAL**
Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT: **ADDITIONAL MEMBERS OF THE NATIONAL TECHNICAL WORKING GROUP (NTWG) TO REVIEW THE JOB DESCRIPTIONS OF DEPED RELATED TEACHING POSITIONS AND REVISION OF THE SCHOOL REDISTRICTING GUIDELINES**

DATE: 25 April 2022

In reference to DepEd Order 019, s. 2022 or the DepEd Merit Selection Plan, the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) will concomitantly conduct a review and revision of the **Job Descriptions of Related Teaching Positions**. As it is deemed necessary to align it with the existing DepEd Order 25, s. 2020 or the *National Adoption and Implementation of the Philippine Professional Standards for Supervisors (PPSS)* to address career progression of Education Supervisors, Education Specialists, and other unique positions in DepEd so as to contribute in improving the school learning outcomes.

To date BHROD-OED, initiated the preliminary activities on the review and revision of these job descriptions and accomplished the following:

a. Engagement of the members of the Philippine Professional Standards for Supervisors (PPSS) and Philippine Professional Standard for Schools (PPSSH)Technical Working Group for the review of related-teaching positions

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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b. Data gathering of existing policies and standards regarding the enhancement of job descriptions
c. Review, revision and finalization of the job description of related-teaching positions at the SDO level (CID and SGOD):
    i. Chief Education Supervisor
    ii. Education Program Supervisors and
    iii. Public Schools District Supervisor

The PPSS and PPSSH TWG members were tapped to evaluate the existing policies, guidelines and other relevant documents which can articulate a developmental continuum of professional practice of supervisors in the conduct of their roles in the RO, SDO, Schools and learning centers.

In addition to the above-mentioned positions, the job description of following related teaching positions will also be reviewed:

School Division Office	
Curriculum Implementation Division	Education Program Specialist II
School Governance and Operations Division - SMME	Senior Education Program Specialist
	Education Program Specialist II
SGOD - Social Mobilization and Networking	Senior Education Program Specialist
	Education Program Specialist II
SGOD - Human Resource Development	Senior Education Program Specialist
	Education Program Specialist II
SGOD - Planning and Research	Senior Education Program Specialist
Regional Office	
Curriculum and Learning Management Division	Chief Education Supervisor
	Education Program Supervisor
CLMD - LRMD Section	Education Program Supervisor
Education Support Services Division	Chief Education Supervisor
Field Technical Assistance Division	Chief Education Supervisor
	Education Program Supervisor
Quality Assurance Division	Chief Education Supervisor
	Education Program Supervisor
Human Resource Development Division	Chief Education Supervisor
	Education Program Supervisor
	Senior Education Program Specialist
	Education Program Specialist II
Policy, Planning and Research Division	Chief Education Supervisor
	Education Program Supervisor
	Education Program Specialist II

In view of the substantial number of JDs to be reviewed, it is deemed necessary to increase the number of members of the National TWG. The following RO & SDO personnel were recommended based on their involvement or participation in other or similar national activities:

Additional Members of the TWG to Review the JD Of DepEd Related-Teaching Positions and Revision of the School Redistricting Guidelines	
Name	**Office/Region/Division**
1. Edwina Manalang	Region 1 - QAD
2. Marlene Delos Santos	Region 2 - SDO Cagayan - SGOD
3. Octavio V. Cabasag	Region 2 – CLMD
4. Edwin Marcos	Region 3 - QAD
5. Michael Girard Alba	Region 4A - FTAD
6. Evangeline Saculo	Region 5 - FTAD
7. Myron Talosig	Region 10 - ESSD
8. Mary Jeane B. Aldeguer	Region 11 – CLMD
9. Mervie Y. Seblos	Region 12 - HRDD
10. Bernabe Linog	CARAGA - ESSD
11. Aida L. Payang	CAR - PPRD
12. Lilia A. Ricero	NCR - PPRD
13. Cesar Mojica	Region 4A SDO Bacoor - SGOD
14. Elpidia B. Bergado	Region 4A SDO Cavite - CID
15. **Irish Karylle D. Monte**	**Region 10 SDO Misamis Oriental - SGOD**

The NTWG shall be involved in the following activities:

1. Review, revision and finalization of the job descriptions of related teaching positions, and
2. Development of the revised standards in school redistricting cited in DM 026, s. 2021 entitled *"National Technical Working Group to Review and Revise School Districting Policies"* as their work shall be a critical input to SDO Reclassification and School Redistricting standards.

To accomplish these tasks, below are the initial activities of the NTWG:

Activities	Expected Outputs	Date and Venue
1. Review of Job Description of Related-Teaching Positions in RO and SDO (online meetings)	Initial revision of JD of Related-Teaching Positions in RO and SDO	April 20-21, April 27-28, May 4-5, May 12-13, 2022 MS Teams/Google Meet
2. Review of Job Description of Related-Teaching Positions in RO and SDO (face-to-face)	2nd revision of JD of Related-Teaching Positions in RO and SDO	May 24-27, 2022 Venue: TBA
3. Validation of Job Description of Related-Teaching Positions in RO and SDO (online)	Validated JD of Related-Teaching Positions in RO and SDO; Validated SDO& RO Office Functions	June 8-9,2022 **June 15-16, 2022** MS Teams/Google Meet
4. Initial submission to BHROD-Office of the Director for vetting Job	Vetted JD of Related-Teaching Positions in RO and SDO:	June 29-30, 2022 BHROD Conference Room

	Description of Related-Teaching Positions in RO and SDO		
5.	Submission of Job Description of Related-Teaching Positions in RO and SDO with approved QS to CSC (in collaboration with BHROD-HRDD)	Final and completed JD with QS of Related-Teaching Positions in RO and SDO:	July 4-8, 2022

Traveling and communication expenses of the participants shall be charged against their respective local funds while board and lodging shall be charged against Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) funds. All expenses are subject to the usual accounting and auditing rules and regulations.

For further details or other concerns, kindly contact **Ms. Pia Pangilinan** of Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through email at bhrod.oed@deped.gov.ph or contact number (02) 8633-5375.

For the information and guidance of all concerned.

Thank you.