Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

October 21, 2020

OFFICE MEMORANDUM

No. **434**   s. 2020

To: Regional Office Division Chief of the CLMD
Schools Division Superintendents of the Divisions of Leyte, Samar, and Tacloban City
All Others Concerned

PARTICIPANTS TO THE ONLINE WORKSHOP TO REVIEW, UPDATE, AND HARMONIZE OFFICE FUNCTIONS, PROCESSES, AND SERVICES OF THE DEPARTMENT OF EDUCATION

1.   In view of the requirements of DepEd Memorandum DM-PHROD-2020-00352 dated September 29, 2020 which authorizes the conduct of the Online Workshop to Review, Update, and Harmonize Office Functions, Processes, and Services of the Department of Education, this Office, directs the Curriculum and Learning Management Division (CLMD) and the Curriculum Implementation Division (CID) of some identified Schools Division Offices (SDOs) to send participants to the said activity to clmd.region8@deped.gov.ph not later than October 28, 2020.

2.   The official regional participants shall be determined following the information below:

OFFICE/DIVISION	SDO SIZE CLASSIFICATION	NO. OF PARTICIPANTS
RO-CLMD	NA	1 CLMD Chief, 2 EPSs
Division of Leyte - CID	large	1 CID Chief, 2 EPSs
Division of Samar - CID	medium	1 CID Chief, 2 EPSs
Division of Tacloban City - CID	small	1 CID Chief, 2 EPSs
TOTAL		12

3.   The participants, once identified, are advised to do a pre-workshop activity by accomplishing a set of templates which will be used as reference during the actual workshop.

4.   For details and guidance relative to the accomplishment and submission of the workshop templates, refer to the attached Memorandum.

PROJECT
LEAD

5. The Schools Division Superintendents of the identified Divisions, moreover, shall ensure the complete attendance of the participants.

6. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO IV
Director IV

CLMD-DME

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHROD-2020-00352

TO: **Regional Directors**
        Central Office Bureau/Service Directors
        Schools Divisions Superintendent
        All Others Concerned

FROM: **JESUS L.R. MATEO**
        Undersecretary

SUBJECT: *Online Workshop to Review, Update, and Harmonize Office Functions,*
         Processes, and Services of the Department of Education

DATE: 29 September 2020

The challenge we face today is how to pursue organizational changes considering the continuously changing needs in the delivery of public service and a growing call for stronger accountability, greater transparency, results-based performance, and customer-focused service delivery. Hence, there is a need to take a closer look at the current functions and mandate, alignment of systems, and processes of the Department of Education (DepEd) at each governance level and the interplay of these elements that influence the overall performance and productivity of the agency. Key responsibilities for each governance level imply a process-oriented structure to enable organization to cope with changes and new requirements.

In this regard, the Bureau of Human Resource and Organizational Development (BHROD) – Organization Effectiveness Division (OED) will conduct a six (6) cluster **Online Workshop to Review, Update, and Harmonize Office Functions, Processes and Services.** The activity aims to:

1. To review and update compendium of office functions; and
2. To harmonize processes within and across governance levels

Given the enormity of this undertaking, we request all offices to have a pre-workshop activity to provide ample time to review the necessary documents to be used as reference. The said references can be downloaded using this link: **bit.ly/DepEdRUSH2020**.

a. **DepEd Office Functions** provides basis for the existence of the office, it defines the purpose, sets the direction on how the office will discharge its functions and achieve the expected outputs and outcomes.

BHROED-OED
DM-PHROD-2020-00352

DepEd Complex, Meralco Ave., Pasig City 1600 ☎ 633-7206 📠 631-8494 🌐 www.deped.gov.ph

b. **Quality Management System (QMS) Declared Processes** (Regional and Division level) matrix contains the declared core process of various Regional Offices and Schools Division Offices for purposes of ISO certification

Attached to this memorandum is the program design (*Annex A*), the list of participants (*Annex B*), and Guide to Accomplish the RUSH Workshop Template (*Annex C*). The link for the online workshop will be disseminated at least three (3) days prior the scheduled workshop.

Kindly submit the names of attendees to BHROD-OED at least one (1) week before your scheduled batch. For any inquiries/concerns, you may send email to bhrod.oed@deped.gov.ph.

For appropriate action.

DepED   Department of Education Region VIII <region8@deped.gov.ph>

[IMPT] Online Workshop to Review, Update, and Harmonize Office Functions, Processes and Services of the Department of Education

Organization Effectiveness Division <bhrod.oed@deped.gov.ph>   Tue, Oct 13, 2020 at 6:19 PM

To: DepEd I Ilocos Region <region1@deped.gov.ph>, Deped II Cagayan Valley <region2@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, mimaropa region <mimaropa.region@deped.gov.ph>, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, region7@deped.gov.ph, region8@deped.gov.ph, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, region11@deped.gov.ph, DepEd XII Soccsksargen <region12@deped.gov.ph>

Cc: DepEd Ilocos Norte <ilocos.norte@deped.gov.ph>, DepEd Ilocos Sur <ilocos.sur@deped.gov.ph>, la.union@deped.gov.ph, DepEd SDO1 Pangasinan <pangasinan1@deped.gov.ph>, pangasinan2@deped.gov.ph, DepEd Alaminos City <alaminos.city@deped.gov.ph>, DepEd Batac City <batac.city@deped.gov.ph>, DepEd Candon City <candon.city@deped.gov.ph>, Deped Dagupan <dagupan.city@deped.gov.ph>, laoag.city@deped.gov.ph, sancarlos.city1@deped.gov.ph, depedcsfp@gmail.com, DepEd Urdaneta City <urdaneta.city@deped.gov.ph>, vigan.city@deped.gov.ph, batanes@deped.gov.ph, sdocagayan@deped.gov.ph, isabela@deped.gov.ph, DepEd Nueva Ecija <nueva.ecija@deped.gov.ph>, nueva.vizcaya@deped.gov.ph, quirino@deped.gov.ph, cauayan.city@deped.gov.ph, DepEd City of Ilagan <ilagan@deped.gov.ph>, santiago.city@deped.gov.ph, tuguegarao@deped.gov.ph, aurora@deped.gov.ph, DepEd Bataan <bataan@deped.gov.ph>, bulacan@deped.gov.ph, pampanga@deped.gov.ph, tarlac.city@deped.gov.ph, tarlac@deped.gov.ph, DepEd Zambales <zambales@deped.gov.ph>, angeles.city@deped.gov.ph, DepEd Balanga City <balanga.city@deped.gov.ph>, cabanatuan.city@deped.gov.ph, gapan.city@deped.gov.ph, mabalacat.city@deped.gov.ph, malolos.city@deped.gov.ph, DepEd Meycauayan City <meycauayan.city@deped.gov.ph>, olongapo.city@deped.gov.ph, DepEd San Jose City <sanjose.city@deped.gov.ph>, munozscience.city@deped.gov.ph, deped batangas <deped.batangas@deped.gov.ph>, Deped Cavite <deped.cavite@deped.gov.ph>, laguna@deped.gov.ph, DepEd Quezon <quezon@deped.gov.ph>, rizal.sdsoffice@deped.gov.ph, DepEd Rizal <rizal@deped.gov.ph>, DepEd Antipolo City <antipolo.city@deped.gov.ph>, DepEd Bacoor City <bacoor.city@deped.gov.ph>, division.batangascity@deped.gov.ph, DepEd Biñan City <deped.binancity@deped.gov.ph>, division.cabuyao@deped.gov.ph, DepEd Calamba City <calamba.city@deped.gov.ph>, DepEd Cavite City <cavite.city@deped.gov.ph>, DepEd Dasmarinas City <dasmarinas.city@deped.gov.ph>, imus.city@deped.gov.ph, deped lipacity <deped.lipacity@deped.gov.ph>, lucena.city@deped.gov.ph, DepEd Division of San Pablo City <sanpablo.city@deped.gov.ph>, "DepEd Sta. Rosa City" <santarosa.city@deped.gov.ph>, tanauan.city@deped.gov.ph, DepEd Tayabas City <tayabas.city@deped.gov.ph>, General Trias <division.gentri@deped.gov.ph>, marinduque@deped.gov.ph, DepEd Oriental Mindoro <oriental.mindoro@deped.gov.ph>, palawan@deped.gov.ph, calapan.city@deped.gov.ph, Deped Calapan <deped.calapan@deped.gov.ph>, puertoprincesa.city@deped.gov.ph, DepEd Albay <albay@deped.gov.ph>, camarines.sur@deped.gov.ph, camarines.norte@deped.gov.ph, catanduanes@deped.gov.ph, masbate.city@deped.gov.ph, masbate@deped.gov.ph, sorsogon@deped.gov.ph, sorsogon.city@deped.gov.ph, DepEd Iligan City <iligan.city@deped.gov.ph>, ligao.city@deped.gov.ph, naga.city@deped.gov.ph, tabaco.city@deped.gov.ph, aklan@deped.gov.ph, antique@deped.gov.ph, DepEd Capiz <capiz@deped.gov.ph>, DepEd Guimaras <guimaras@deped.gov.ph>, DepEd Iloilo <iloilo@deped.gov.ph>, DepEd Negros Oriental <negros.oriental@deped.gov.ph>, negros.occidental@deped.gov.ph, deped division of bacolod city <bacolod.city@deped.gov.ph>, bago.city@deped.gov.ph, cadiz.city@deped.gov.ph, DepEd Escalante City <escalante.city@deped.gov.ph>, kabankalan.city@deped.gov.ph, lacarlota.city@deped.gov.ph, passi.city@deped.gov.ph, roxas.city@deped.gov.ph, sagay.city@deped.gov.ph, sancarlos.city6@deped.gov.ph, bohol@deped.gov.ph, DepEd Cebu City <cebu.city@deped.gov.ph>, siquijor@deped.gov.ph, DepEd Bais City <bais.city@deped.gov.ph>, bayawan.city@deped.gov.ph, bogo.city@deped.gov.ph, carcar.city@deped.gov.ph, cebu@deped.gov.ph, dumaguete.city@deped.gov.ph, DepEd Guihulngan City <guihulngan.city@deped.gov.ph>, lapulapu.city@deped.gov.ph, mandaue.city@deped.gov.ph, tagbilaran.city@deped.gov.ph, talisay.city@deped.gov.ph, toledo.city@deped.gov.ph, DepEd Biliran <biliran@deped.gov.ph>, DepEd Eastern Samar <eastern.samar@deped.gov.ph>, leyte@deped.gov.ph, tacloban.city@deped.gov.ph, northern.samar@deped.gov.ph, western.samar@deped.gov.ph, southern.leyte@deped.gov.ph, DepEd Baybay City <baybay.city@deped.gov.ph>, depedcatbalogandcitydivision15@gmail.com, DepEd Maasin City <maasin.city@deped.gov.ph>, ormoc.city@deped.gov.ph, depedzanortedivision@yahoo.com, depedzambasur@gmail.com, DepEd Zamboanga Sibugay <zamboanga.sibugay@deped.gov.ph>, DepEd ZamboangaCity <zamboanga.city@deped.gov.ph>, DepEd Dapitan City <dapitancity@deped.gov.ph>, dipolog.city@deped.gov.ph, isabela.city@deped.gov.ph, pagadian.city@deped.gov.ph, bukidnon@deped.gov.ph, depedcamiguin@gmail.com, lanao.delnorte@deped.gov.ph, lanao.delsur1a@deped.gov.ph, lanao.delsur2a@deped.gov.ph, misamis.occidental@deped.gov.ph, cagayan@deped.gov.ph, cagayandeoro.city@deped.gov.ph, DepEd El Salvador City <elsalvador.city@deped.gov.ph>, gingoog.city@deped.gov.ph, malaybalay.city@deped.gov.ph, depedoroquieta@gmail.com, deped1miz@gmail.com, tangub.city@deped.gov.ph, valencia.city@deped.gov.ph, compostela.valley@deped.gov.ph, tagum.city@deped.gov.ph, davao.city@deped.gov.ph, davao.delnorte@deped.gov.ph, digos.city@deped.gov.ph, mati.city@deped.gov.ph, panabo.city@deped.gov.ph, cotabato.city@deped.gov.ph, cotabato@deped.gov.ph, saranggani@deped.gov.ph, south.cotobato@deped.gov.ph, DepEd Sultan Kudarat <sultan.kudarat@deped.gov.ph>, generalsantos.city@deped.gov.ph, kidapawan.city@deped.gov.ph, DepEd Koronadal City <koronadal.city@deped.gov.ph>, agusan.delnorte@deped.gov.ph, agusan.delsur@deped.gov.ph, surigao.delsur@deped.gov.ph, DepEd Surigao City <surigao.city@deped.gov.ph>, DepEd Surigao Del Norte <surigao.delnorte@deped.gov.ph>, bayugan.city@deped.gov.ph, DepEd Bislig City TV <bislig.city@deped.gov.ph>, butuan.city@deped.gov.ph, cabadbaran.city@deped.gov.ph, DepEd Abra <abra@deped.gov.ph>, DepEd Apayao <apayao@deped.gov.ph>, benguet@deped.gov.ph, ifugao@deped.gov.ph, mt.province@deped.gov.ph, baguio.city@deped.gov.ph, tabuk.city@deped.gov.ph, DepEd Caloocan City <caloocan.city@deped.gov.ph>, DepEd Las Pinas City <laspinas.city@deped.gov.ph>, DepEd Makati <makati.city@deped.gov.ph>, DepEd Malabon City <malabon.city@deped.gov.ph>, mandaluyong.city@deped.gov.ph, pasig.city@deped.gov.ph, Deped-Division of Pasig City <divisionofpasig@gmail.com>, DepEd Mandaluyong <sdo.mandaluyong@deped.gov.ph>, Deped Manila <depedmanilarecruitmentsection@gmail.com>, marikina.city@deped.gov.ph, muntinlupa.city@deped.gov.ph, DepEd Navotas City <navotas.city@deped.gov.ph>, paranaque.city@deped.gov.ph,

pasay.city@deped.gov.ph, quezon.city@deped.gov.ph, sanjuan.city@deped.gov.ph, taguig.pateros@deped.gov.ph,
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division2maguindanao@yahoo.com, depedsulu1@yahoo.com, nor_abdurahim@yahoo.com, pharingls@yahoo.com,
depedlamitan@gmail.com

Additional instructions to Regional Offices:

In relation to the online workshop mentioned in the previous email, we would also like to request that you disseminate the RUH Workshop Template to all your respective SDOs and instruct them to accomplish the same. Although the identified offices in the online workshop are limited, especially at the division level, our office believes that their input, regardless of whether they will attend the workshop or not, will be valuable in the improvement of the existing Compendium of Office Functions.

The November 6, 2020 deadline shall still apply to all those who will submit the workshop template. For any questions or concerns, please do not hesitate to contact us. Thank you!

Sender notified by
Mailtrack

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Program Design
Online Workshop to Review, Update, and Harmonize Office Functions, Processes and
Services of the Department of Education
November 17 – December 3, 2020

Each online workshop will follow the schedule below:

TIME	SESSION	Key Person/Office
9:00 am – 9:15 am	Opening Remarks	**Jesus L.R. Mateo** *Undersecretary for Planning and HROD*
9:15 am – 9:30 am	Activity Rationale and Objectives	**Atty. Anne Rachel Miguel** *Director IV, BHROD*
9:30 am – 10:30 am	Review and update existing mandate and office functions of offices in the Central, Region and Division	**Cecilia G. Tiamson** *Administrative Officer V BHROD-OED*
10:30 am – 11:30 am	Review of QMS Declared Processes	**Adolfo A. Nisperos, Jr.** *Administrative Officer V BHROD-OED*
11:30 pm – 12:30 nn	Closing Program	

List of Participants
Online Workshop to Review, Update, and Harmonize Office Functions, Processes and
Services of the Department of Education
November 17 – December 3, 2020

Target participants to this workshop shall be the **Chiefs/Acting Head of Office, Assistant Chiefs, and/or focal persons**.

Regional Offices are requested to select the appropriate Schools Division Offices identified per size classification per clusters/batches.

A. Batch 1 – November 17, 2020

Central Office	
Name of Division	**No. of Attendees**
Finance Service	3
Information Communication and Technology Service	4
Administrative Service – Cash Division	2
Procurement Management Service	3

Regional Office (1, 2, 3, and 4A)	
Name of Division	**No. of Attendees**
Office of the Regional Director (ORD)	1
ORD - Information Communication and Technology Unit	1
Administrative Division – Cash Unit	1
Finance Division (Accounting, Budget)	2

Schools Division Office (10 participants per region)			
Region	**SDO Size Classification**	**Name of Division**	**No. of Attendees**
1	1 small, 1 medium	Office of the Schools	5
2	1 medium, 1 large	Division	5
3	1 small, 1 large	Superintendent	5
4A	1 medium, 1 very large	- ICT Services - Administrative Services – Cash Section - Finance Services – Accounting and Budget Section	5

B. Batch 2 – November 19, 2020

Central Office	
Name of Division	No. of Attendees
Bureau of Curriculum Development	3
Bureau of Learning Delivery	3
Bureau of Learning Resources	3
Bureau of Education Assessment	3

Regional Office (4B, 5, 8, and CARAGA)	
Name of Division	No. of Attendees
Curriculum and Learning Management Division	3

Schools Division Office (9 participants per region)			
Region	SDO Size Classification	Name of Division	No. of Attendees
4B	1 small, 1 medium, 1 large	Curriculum Implementation Division	3
5	1 medium, 1 large, 1 very large		3
8	1 small, 1 medium, 1 large		3
CARAGA	1 small, 1 medium, 1 large		3

C. Batch 3 – November 24, 2020

Central Office	
Name of Division	No. of Attendees
Planning Service (PS) - Office of the Director	2
PS – Educational Management Information System Division	3
PS – Planning and Programming Division	3
PS – Policy Research and Development Division	3

Regional Office (7, 9, 10, and 11)	
Name of Division	No. of Attendees
Policy, Planning, and Research Division	1
Quality Assurance Division	1

Schools Division Office (9 participants per region)			
Region	SDO Size Classification	Name of Division	No. of Attendees (per SDO size classification)
7	1 small, 1 medium, 1 very large	Schools Governance and Operations Division	3
9	1 small, 1 medium, 1 large		3
10	1 small, 1 medium, 1 large		3

11	1 small, 1 medium, 1 large	• School Management Monitoring and Evaluation Section • Planning & Research Unit	3

D. Batch 4 – November 26, 2020

Central Office	
Name of Division	**No. of Attendees**
Bureau of Human Resource and Organizational Development	10
National Educators Academy of the Philippines	6
Project Management Division	6

Regional Office (6, 12, CAR, and NCR)	
Name of Division	**No. of Attendees**
Field Technical Assistance Division	1
Administrative Division – Personnel Section	1
Human Resource Development Division	1

Schools Division Office (6 participants per region)			
Region	**SDO Size Classification**	**Name of Division**	**No. of Attendees**
6	1 small, 1 medium, 1 very large	Administrative Section – Personnel Unit	2
12	1 small, 1 medium, 1 large		2
CAR	1 small, 1 medium, 1 large		2
NCR	1 small, 1 medium, 1 large	Schools Governance and Operations Division (SGOD) • Human Resource Development Section • School Management Monitoring and Evaluation Section	2

E. Batch 5 – December 1, 2020

Central Office	
Name of Division	**No. of Attendees**
Administrative Service	5
Bureau of Learner Support Service	3
Disaster Risk Reduction and Management Division	1
External Partnership Service	1

Regional Office (4A and 6)	
Name of Division	**No. of Attendees**
Administrative Division	1
Education Support Services Division	1

Schools Division Office (6 participants per region)			
Region	**SDO Size Classification**	**Name of Division**	**No. of Attendees**
4A	1 small, 1 large	Administrative Section	3
6	1 medium, 1 large	Schools Governance and Operations Division (SGOD)	3

F. Batch 6 – December 3, 2020

Central Office	
Name of Division	**No. of Attendees**
Legal Service	3
Public Affairs Service	3

Regional Office (2, 3, and 12)	
Name of Division	**No. of Attendees**
ORD – Legal Unit	1
ORD – Public Affairs Unit	1

Schools Division Office (4 participants per region)			
Region	**SDO Size Classification**	**Name of Division**	**No. of Attendees**
2	2 small	Legal Section	2
3	2 medium	Designated Information Officer/ICT	2
12	2 large		2

Guide to Accomplish the RUH Workshop Template
Online Workshop to Review, Update, and Harmonize Office Functions, Processes and
Services of the Department of Education
November 17 – December 3, 2020

The online workshop will have three (3) sessions: Compendium of Office Functions, QMS Declared Processes, and Services. Please refer to the instructions below to help you in accomplishing the workshop templates. All templates and reference materials can be downloaded at: **bit.ly/DepEdRUSH2020**.

ROs and SDOs are expected to accomplish and complete the RUH workshop template and submit **on or before November 6, 2020 for all batches.** Please email your accomplished templates to **bhrod.oed@deped.gov.ph**. Subject of the email should indicate **"Region/SDO_RUHoutput".**

1. **Compendium of Office Functions**
   a. Download Workshop Template - Compendium of Office Functions

   b. Review your office functions taking into consideration the following; 1) DO 52, s. 2015, 2) approved functions under the RatPlan and the, 3) current deliverables expected from your office. The compendium of office functions, alternatively, can be accessed at **http://deped.in/DepEdOfficeFunctions**.

   c. Complete the needed information in all columns, i.e. outcomes indicators, key performance indicators, outputs, etc.

   d. For Columns A, B, C & D - you may insert your remarks or suggested revisions in the same columns. To add content on the same column: Press F2, put your cursor at the end of the statement then press Alt + enter. Type/encode your remarks or suggested revisions.

   e. For Columns E to I, put your suggested revisions or comments on the "Remarks" Column. Kindly indicate in what area you have revisions/comments.

2. **QMS Declared Processes**
   a. Download the QMS Declared Processes for RO and SDO matrix, depending on your governance level.

   b. Both matrices contain actual processes declared by various ROs and SDOs which were ISO certified from 2018-2019. Review your assigned sheet and come up with what you think should be the standard core process/es of your respective functional divisions.

   Core Processes refer to the steps/actions taken required to perform a specific function/mandate

c. Indicate your standardized core process/es in the "QMS Declared Processes" column in the Workshop Template - Compendium of Office Functions

d. Aside from the QMS Declared Process matrices, refer also to DO 52, s. 2015 and the Compendium of Office Functions to help determine the core processes of your office.