



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 22, 2021

REGIONAL MEMORANDUM

No. **000338** s. 2021

**CONDUCT OF ADDITIONAL REVIEW WORKSHOPS IN THE DEVELOPMENT OF
COMPETENCY STANDARDS FOR NON-TEACHING PERSONNEL**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. Attached is **Memorandum DM-PHROD-2021-0483** from **Jesus L.R. Mateo, Undersecretary for Planning and Human Resource and Organizational Development (PHROD)** dated **June 14, 2021**, for information and guidance of all concerned.
2. Immediate dissemination of this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Enclosure: As stated

Reference: As stated

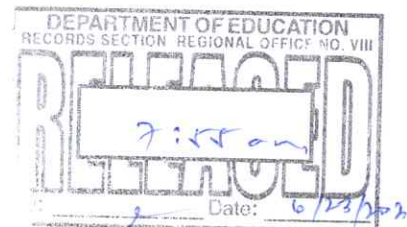
To be indicated in the Perpetual Index under the following subjects:

COMPETENCY STANDARDS

NON-TEACHING

REVIEW WORKSHOPS

HRDD-RVR





004519

DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION REGIONAL OFFICE NO. VIII
 JUN 17 2021
 BY: [Signature] TIME: 4:00

Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
 DM-PHROD-2021-0483

17 JUN 2021 THE DIRECTOR IV
 Date and Time received Signature
 17 JUN 2021 4:20 Signature
 5:15 f

TO : Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Directors
 Schools Division Superintendents

FROM : 
 JESUS L.R. MATEO
 Undersecretary for Planning and Human Resource and Organizational Development

SUBJECT : CONDUCT OF ADDITIONAL REVIEW WORKSHOPS IN THE DEVELOPMENT OF COMPETENCY STANDARDS FOR NON-TEACHING PERSONNEL

DATE : 14 June 2021

The Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) has been conducting various activities since July 2019 to gather pertinent information related to the development of competency standards for DepEd's non-teaching personnel, more specifically of the six (6) identified priority DepEd Occupational Service Groups (OSGs), namely: Planning; Finance; Education, Library & Archival; Legal and Judicial, Medicine and Health; and General Administrative Services. Office representatives of identified offices per governance level were selected and asked to commit and satisfy the requirements of each activity.

Putting a premium on the development of quality competency standards for our employees is the gateway to strengthen DepEd's human capital. As the heart of all HR systems, these competencies shall be integrated into all the DepEd HR systems including not only recruitment and performance management, but also all other phases of our employees' career cycle as well. As critical support to DepEd operations, BHROD and all its functional divisions commit to ensuring that our DepEd employees and offices have the right competencies so that they can fully focus on providing quality services to the Filipino learners and partners.

*Original
 1721*

However, while the competency standards and the corresponding competency profiles of all the identified non-teaching positions that were crafted from the foregoing activities have been reviewed and revalidated, **the low attendance rate, participation rate, and low rate of submission of pertinent requirements of office representatives from all 6 OSGs have been a constant challenge to the team and the development of competency dictionary, and have led to the poor quality of the standards and incomplete competency profiles for the said groups.**

To address these concerns, the BHRD-HRDD will conduct another series of Review Workshops for all offices under the six (6) identified priority DepEd Occupational Service Groups (OSGs). This will be a two-day consecutive half-day session to be conducted via MS Teams. For further details, please refer to the list of identified offices and initially identified office representatives (*see Annex A*) and schedule of activities (*see Annex B*).

To ensure maximum participation and religious compliance of the office representatives concerned, this Office requests for the commitment of all Heads of Offices so that our next output will be at par with DepEd's existing standards.

While the team has identified several office representatives based on their registration information, offices are still encouraged to identify their representatives who fit the requirements for the work.

Office representatives should meet the following criteria:

1. *Rank:* Preferably with Salary Grade (SG) 24 and above and heads of office or a division. Minimum requirement: at least belonging to Salary Grade (SG) 18 and at least a head of office or division; for SDO, unit heads belonging to at least SG 15;
2. Have an extensive understanding of office and personnel functions;
3. *Tenure:* at least two (2) years in the current position;
4. At least with intermediate-level proficiency in Microsoft Excel;
5. With prior experience in formal or technical writing;
6. Above average English communication skills; and
7. Access to internet and DepEd MS Teams.

All office representatives are requested to accomplish the online registration form: <https://bit.ly/3xmZfVE> on or before **25 June 2021**. Please note that only registered office representatives shall receive updates and other communications related to this activity.

Communication expenses relative to the activities for this undertaking shall be charged against the local funds, subject to the usual accounting and auditing rules and regulations. For inquiries and clarifications, please contact Ms. Erika Marie E. Daza at erika.daza@deped.gov.ph or (02) 8470-6630.

For information and appropriate action.

[BHRD-HRDD/Daza]

ANNEX A

List of Concerned Offices/Office Representatives

| Bureau/ Service | Office | Governance Level | Name and Position of Office Representative | Remarks |
|--|--|-------------------------|--|---|
| Bureau of Learning Support Services | School Health Division | RO VII | Preferably Nutritionist-Dietitian II | <i>For identification of office representative.</i> |
| | | RO I | Preferably Dentist III | <i>For identification of office representative.</i> |
| | | RO-VII SDO Naga City | Lotis R. Ravanes Health Education and Promotion Officer III | <i>Registered but did not attend the activity.</i> |
| | | SDO La Union | Mae Lavern M. Sibayan Medical Officer III | <i>Registered but did not attend the activity.</i> |
| | Youth Formation Division | RO VIII | Preferably Project Development Officer IV | <i>For identification of office representative.</i> |
| | | RO III | Preferably Education Program Supervisor | <i>For identification of office representative.</i> |
| | | SDO Calbayog City | Sharon D. Balza, Education Program Specialist II | <i>Registered but did not attend the activity.</i> |
| | | SDO Northern Samar | Rudel C. Lutao, Senior Education Program Specialist | <i>Registered but did not attend the activity.</i> |
| Disaster Risk Reduction and Management Service | Disaster Risk Reduction and Management Service | CO | Preferably Project Development Officer IV | <i>For identification of office representative.</i> |
| | | CO | Preferably Project Development Officer III | <i>For identification of office representative.</i> |
| | | RO NCR | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | RO VI | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Muntinlupa City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Bacolod City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| Legal Service | Investigation Division | RO V | Preferably Attorney IV | <i>For identification of office representative.</i> |
| | | RO CAR | Preferably Special Investigator III | <i>For identification of office representative.</i> |
| | | SDO Camarines Sur | Preferably Attorney III | <i>For identification of office representative.</i> |

| | | | | |
|----------------------------------|--|--------------------------|---|---|
| | Legal Division | RO VII | Atty. Leslie Joie E. Babatuan, Attorney IV | <i>Registered but did not attend the activity.</i> |
| | | SDO Tagbilaran City | Preferably Attorney III | <i>For identification of office representative.</i> |
| Bureau of Curriculum Development | Curriculum Standards Development Division | RO V | Francisco B. Bulalacao Jr. Chief Education Supervisor | <i>Registered but did not attend the activity.</i> |
| | | SDO Legazpi City | Chief Education Supervisor or Education Program Supervisor | <i>For identification of office representative.</i> |
| | Special Curricular Programs Division | CO | Preferably Chief Education Program Specialist or Supervising Education Program Specialist | <i>For identification of office representative.</i> |
| | | CO | Preferably Senior Education Program Specialist | <i>For identification of office representative.</i> |
| | | RO IVA | Preferably Chief Education Supervisor or Education Program Supervisor | <i>For identification of office representative.</i> |
| | | RO IX | Preferably Chief Education Supervisor or Education Program Supervisor | <i>For identification of office representative.</i> |
| | | SDO Binan City | Preferably Chief Education Supervisor or Education Program Supervisor | <i>For identification of office representative.</i> |
| | | SDO Dipolog City | Preferably Chief Education Supervisor or Education Program Supervisor | <i>For identification of office representative.</i> |
| Bureau of Learning Delivery | Teaching and Learning Division | CO | Preferably Chief Education Program Specialist | <i>For identification of office representative.</i> |
| | | RO IVB | Preferably Education Program Supervisor | <i>For identification of office representative.</i> |
| | Student Inclusion Division | RO X | Preferably Chief Education Program Specialist | <i>For identification of office representative.</i> |
| | | SDO Iligan City | Preferably Education Program Supervisor | <i>For identification of office representative.</i> |
| | Alternative Learning System Program - Task Force | SDO Puerto Princesa City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Palawan | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| Bureau of Human Resource and | | RO XI | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |

| | | | | |
|-----------------------------------|-------------------------------------|--|---|---|
| Organizational Development | Human Resource Development Division | RO III | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Davao City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Angeles City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | School Effectiveness Division | RO XII | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Kidapawan City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | Personnel Division | CO | Preferably Chief Administrative Officer or Supervising Administrative Officer | <i>For identification of office representative.</i> |
| | | CO | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | RO X | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | SDO Misamis Occidental | Elma Cezarie Y. Romero Administrative Officer IV | <i>Registered but did not attend the activity.</i> |
| | Planning Service | Policy Research and Development Division | CO | Preferably Project Development Officer V or IV |
| RO CAR | | | Preferably Education Program Supervisor or Planning Officer III | <i>For identification of office representative.</i> |
| SDO Baguio City | | | Preferably Senior Education Program Specialist or Planning Officer III | <i>For identification of office representative.</i> |
| Planning and Programming Division | | CO | Preferably Planning Officer V or IV | <i>For identification of office representative.</i> |
| | | CO | Preferably Senior Education Program Specialist | <i>For identification of office representative.</i> |
| | | RO I | Preferably Chief Education Supervisor or Education Program Supervisor or Planning Officer III | <i>For identification of office representative.</i> |
| | | SDO San Carlos City | Preferably Senior Education Program Specialist or Planning Officer III | <i>For identification of office representative.</i> |
| Education Management | | CO | Preferably Planning Officer V or IV | <i>For identification of office representative.</i> |

| | | | | |
|----------------------------|------------------------------|---------------------|---|---|
| | Information System Division | CO | Preferably Information Systems Analyst III | <i>For identification of office representative.</i> |
| | | RO II | Preferably Chief Education Supervisor or Education Program Supervisor or Planning Officer III | <i>For identification of office representative.</i> |
| | | RO III | Preferably Chief Education Supervisor or Education Program Supervisor or Planning Officer III | <i>For identification of office representative.</i> |
| | | RO XIII | Caroline L. Guerta Education Program Supervisory | <i>Registered but did not attend the activity.</i> |
| Project Management Service | Project Development Division | CO | Preferably Project Development Officer V or IV | <i>For identification of office representative.</i> |
| | | RO II | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Santiago City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | Project Management Division | RO I | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Alaminos City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| Finance Service | Accounting Division | RO IVA | Preferably Account III | <i>For identification of office representative.</i> |
| | | RO V | Preferably Account III | <i>For identification of office representative.</i> |
| | | SDO Davao City | Armando D. Dalisay Jr. Accountant III | <i>Registered but did not attend the activity.</i> |
| | | SDO Tuguegarao City | Mariel A. Cammayo Accountant III | <i>Registered but did not attend the activity.</i> |
| | | SDO Palawan | Chita D. Umali Accountant III | <i>Registered but did not attend the activity.</i> |
| | Budget Division | CO | Preferably Chief Administrative Officer or Supervising Administrative Officer | <i>For identification of office representative.</i> |
| | | CO | Preferably Administrative Officer V | <i>For identification of office representative.</i> |

| | | | | |
|---|---|---------------------|---|---|
| | | RO III | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | RO IVB | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | SDO Tarlac | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | Employee Account Accounts Management Division | CO | Preferably Chief Administrative Officer or Supervising Administrative Officer | <i>For identification of office representative.</i> |
| | | RO VI | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| Procurement Management Service | Procurement Planning and Management Division | RO VII | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Lapu-Lapu City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | Contract Management Division | RO XI | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Mati City | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | BAC Secretariat Division | CO | James Ronald G. Ybiernas, Supervising Administrative Officer | <i>Attended the review activity but did not submit IRT.</i> |
| | | RO IVB | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | | SDO Tacloban City | Atty. Maria Socorro T. Pancipanci, Attorney III | <i>Registered but did not attend the activity.</i> |
| National Educators Academy of the Philippines | Professional Development Division | RO III | Preferably Chief Education Supervisor or Education Program Supervisor | <i>For identification of office representative.</i> |
| | Quality Assurance Division | CO | Preferably Project Development Officer V or IV | <i>For identification of office representative.</i> |
| | | RO X | Preferably Chief Education Supervisor or Education Program Supervisor | <i>For identification of office representative.</i> |
| | | SDO Malaybalay City | Woodrow Wilson B. Merida Senior Education Program Specialist | <i>Registered but did not attend the activity.</i> |
| Administrative Service | | CO | Preferably Chief Administrative Officer or | <i>For identification of office representative.</i> |

| | | | | |
|------------------------|---------------------------------|-------------------------|---|---|
| | | | Supervising Administrative Officer | |
| | Asset Management Division | CO | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | RO X | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | SDO Valencia City | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | Cash Division | CO | Preferably Chief Administrative Officer or Supervising Administrative Officer | <i>For identification of office representative.</i> |
| | | RO IX | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | RO XIII | Ma. Jenita B. Guimary Cashier III | <i>Registered but did not attend the activity.</i> |
| | Education Facilities Division | CO | Preferably Chief Administrative Officer or Supervising Administrative Officer | <i>For identification of office representative.</i> |
| | | RO IX | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | SDO Alaminos City | Arturo Viray Chief Education Supervisory | <i>Registered but did not attend the activity.</i> |
| | General Administrative Division | CO | Preferably Chief Administrative Officer or Supervising Administrative Officer | <i>For identification of office representative.</i> |
| | | RO VIII | Elizabeth Caboboy Supervising Administrative Officer | <i>Registered but did not attend the activity.</i> |
| | | RO X | Preferably Administrative Officer IV | <i>For identification of office representative.</i> |
| | | SDO Cagayan de Oro City | Risa Bea Socorro M. Borres Administrative Officer V | <i>Registered but did not attend the activity.</i> |
| | Records Section | RO XII | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | Baguio Teachers Camp | CO | Teachers' Camp Superintendent or Assistant Teachers' Camp Superintendent | <i>For identification of office representative.</i> |
| | | CO | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| Public Affairs Service | Public Affairs Unit | RO V | Mayflor Marie Jumamil Administrative Officer V | <i>Registered but did not attend the activity.</i> |

| | | | | |
|---|------------------------------------|--------------------|--|---|
| | | RO VIII | Preferably Administrative Officer V | <i>For identification of office representative.</i> |
| | | SDO Southern Leyte | Jovena L. Amac Senior Education Program Specialist | <i>Registered but did not attend the activity.</i> |
| Information and Communications Technology Service | Technology Infrastructure Division | CO | Preferably Information Technology Officer III or Information Technology Officer II | <i>For identification of office representative.</i> |
| | | RO CAR | Preferably Information Technology Officer I | <i>For identification of office representative.</i> |
| | User Support Division | RO X | Preferably Information Technology Officer I | <i>For identification of office representative.</i> |
| Other offices | International Cooperation Office | CO | Preferably Project Development Officer IV | <i>For identification of office representative.</i> |
| | | RO IX | <i>*Please select office representative according to criteria.</i> | <i>For identification of office representative.</i> |
| | External Partnerships Service | CO | Preferably Project Development Officer IV | <i>For identification of office representative.</i> |
| | | RO VI | Ma. Lira Cynthia B. Quejada Project Development Officer IV | <i>Registered but did not attend the activity.</i> |
| | | SDO Iloilo City | Concillo Bonilla Education Program Supervisor | <i>Registered but did not attend the activity.</i> |

ANNEX B

Schedule of Activities

Additional Competency Dictionary Review Workshops

| Batch | Day 1 | Day 2 |
|--|---|--|
| <p><u>Batch 1</u> Finance Group</p> <ul style="list-style-type: none"> ● Finance Service ● Internal Audit Service ● Procurement Management Service <p>Medicine and Health</p> <ul style="list-style-type: none"> ● School Health Division <p>Legal and Judicial Group</p> <ul style="list-style-type: none"> ● Legal Service | <p>Tuesday, 29 June 2021 8:30 AM - 12:30 PM</p> | <p>Wednesday, 30 June 2021 8:30 AM - 12:30 PM</p> |
| <p><u>Batch 2</u> Planning Group</p> <ul style="list-style-type: none"> ● Planning Service ● Bureau of Human Resource and Organizational Development ● Project Management Service ● Disaster Risk Reduction and Management Service ● National Educators Academy of the Philippines ● Information and Communications Technology Service | <p>Tuesday, 29 June 2021 1:30 PM - 5:30 PM</p> | <p>Wednesday, 30 June 2021 1:30 PM - 5:30 PM</p> |
| <p><u>Batch 3</u> Education, Library and Archival Group</p> <ul style="list-style-type: none"> ● Bureau of Curriculum Development ● Bureau of Learning Delivery ● School Sports Division ● Youth Formation Division | <p>Thursday, 01 July 2021 8:30 AM - 12:30 PM</p> | <p>Friday, 02 July 2021 8:30 AM - 12:30 PM</p> |

| | | |
|--|--|--|
| General Administrative Group <ul style="list-style-type: none">• Administrative Service• Public Affair Service• External Partnership Service• International Cooperation Office | | |
|--|--|--|