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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-0609

TO : **Regional Directors**
Schools Division Superintendents
I – La Union, Pangasinan II, San Fernando City
II – Cagayan, Cauayan City, Isabela
III – Bataan, Balanga City, Bulacan
IV-A – Laguna, Quezon, Sto. Tomas City
IV-B – Oriental Mindoro, Palawan, Puerto Princesa City
V – Camarines Sur, Iriga City, Sorsogon Province
VI – Antique, Guimaras, Iloilo, Negros Occidental, Victorias City
VII – Canlaon City, Negros Oriental
VIII – Catbalogan City, Leyte, Samar
IX – Dapitan, Dipolog, Zamboanga del Norte
X – Bukidnon, Camiguin, Malaybalay City
XI – Davao City, Davao Oriental, IGACOS
XII – Koronadal City, South Cotabato, Sultan Kudarat
CAR – Kalinga, Tabuk City
CARAGA – Butuan City, Dinagat Islands, Surigao del Norte
NCR – Caloocan City, San Juan, Quezon City

FROM : **GLORIA JUMAMIL-MERCADO**
[Signature]
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CONDUCT OF FOCUS GROUP DISCUSSIONS IN SCHOOLS DIVISION OFFICES (SDOs) TO REVIEW THE STRUCTURE, FUNCTIONS AND PROCESSES**

DATE : **05 May 2023**

Aligned with the MATATAG Agenda and feedback from the Integrity, Competence and Diligence (ICD) workshops that were conducted with leaders from regional offices and schools division offices (SDOs), the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) shall conduct a **focus group discussion on selected SDOs to review the existing structure, functions and processes.**

The review aims to:

- gather information on the factors affecting the performance of SDOs;
- analyze the current situation of the SDOs relevant to its size classification, structure and functions from the Rationalization Program;
- identify best practices, challenges, and gaps;

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- d. baseline assessment for the National Quality Management System for SDOs; and
- e. solicit policy and program recommendations for the top management.

The FGDs shall be conducted in selected 51 SDOs based on their size classification, geographical conditions and current context. This shall be facilitated by three (3) teams, where each team is composed of two to three (2-3) personnel from the OED.

Size Classification	City	Province
Small	9	1
Medium	8	14
Large	3	13
Very Large	-	3
Total	20	31
	51	

Below is the indicative schedule for the said FGDs:

Indicative Schedule	OED Team	Region	Schools Division Office	Classification
May 9–16, 2023	B	IV-A	1. Rizal	Large-Province
		NCR	2. Quezon City	Large-City
			3. San Juan	MeMedi
TBA	C	III	4. Bulacan	Large-Province
TBA			5. Balanga City	Small-City
May 15- 17	A	IV-A	6. Bataan	Medium-Province
			7. Laguna	Large-Province
			8. Quezon	Very Large-Province
May 16–22, 2023	B	II	9. Sto. Tomas City	Medium-City
			10. Cagayan	Large-Province
			11. Cauayan City	Small-City
	C	V	12. Isabel	Large-Province
			13. Kalinga	Medium-Province
			14. Tabuk City	Medium-City
			15. Camarines Sur	Very Large-Province
May 25– June 2, 2023	B	I	16. Iriga City	Small-City
			17. Sorsogon	Medium-Province
			18. La Union	Medium-Province
	A	VI	19. Pangasinan II	Large-Province
			20. San Fernando City	Small-City
		VII	21. Negros Occidental	Large-Province
	C	IX	22. Victorias City	Small-City
			23. Canlaon City	Small-City
24. Negros Oriental			Large-Province	
June 5–9, 2023	A	VI	25. Dapitan City	Small-City
			26. Dipolog City	Medium-City
			27. Zamboanga del Norte	Large-Province
	B	VIII	28. Antique	Medium-Province
			29. Iloilo	Very Large- Province
			30. Guimaras	Medium-Province
			31. Catbalogan City	Medium-City
			32. Leyte	Large-Province

	C	X	33. Samar	Medium-Province
			34. Bukidnon	Large-Province
			35. Camiguin	Small-Province
			36. Malaybalay City	Medium-City
June 13–16, 2023	A	IV-B	37. Oriental Mindoro	Medium-Province
			38. Palawan	Large-Province
			39. Puerto Princesa	Medium-City
	C	XI	40. Davao City	Large-City
			41. Davao Oriental	Medium-Province
			42. Island Garden City of Samal (IGACOS)	Small-City
B	XII	43. Koronadal City	Medium-City	
		44. South Cotabato	Medium-Province	
		45. Sultan Kudarat	Medium-Province	
TBA	A	CARAGA	46. Butuan City	Medium-City
			47. Dinagat Islands	Medium-Province
			48. Surigao del Norte	Medium-Province
FGD already conducted		VII	49. Bohol	Large-Province
		CAR	50. Benguet	Medium-Province
		NCR	51. Calocan	Large - City

Target Participants:

1. SDO Top Management and/or Technical Staff:
 - a. Schools Division Superintendent and/or Assistant Schools Division Superintendent/s
 - b. Chiefs of the Curriculum Implementation Division and School Governance and Operations Division
 - c. Section Heads of Administrative, Human Resource, Finance, Legal, & ICT
2. One documenter from the SDO

Time Allotment per SDO	Activity
15-30 minutes	Introduction
2 – 3 hours	FGD Proper
15-30 minutes	SDO physical visit

We would like to seek your assistance to ensure the availability of the identified SDO personnel during the FGDs, providing logistical assistance for inter-SDO transfer and accommodation, if necessary.

The assigned team shall coordinate with your SDO for the arrangements . For more information, please email bhrod.oed@deped.gov.ph, call (02) 8633-5375, or coordinate directly with the OED Team assigned per region for the suggested schedule of FGD per SDO:

	Team	Email Address	Contact Number
A	Mr. Joel Mendoza Ms. Michelle Anne Raquino	michelle.raquino@deped.gov.ph	09368601317
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Thank you.