



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

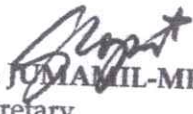
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM  
DM-HROD-2023- 0617



FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :   
GLORIA JUMAMIL-MERCADO  
Undersecretary  
Human Resource and Organizational Development

SUBJECT : *DepEd RO & SDO Office Functions Version 3*

DATE : 05 May 2023

**This is to officially release the DepEd Regional Office and Schools Division Offices' Office Functions - Version 3, which can be accessed through this link: [bit.ly/OfficeFunctionsV3](http://bit.ly/OfficeFunctionsV3).** These documents will form part of the QMS Operations Manual and shall also serve as a guide in the preparation of the Office Operational Plan, wherein the priorities of the office for the current year will be translated into their Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance and Commitment Review (IPCR). Further, we would like to remind everyone to use your official DepEd email in accessing the link.

To ensure alignment and proper documentation, any future revisions on the RO & SDO functions must be coursed through the BHROD - OED at email [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph), for inclusion and updating of said documents.

For your information and reference.

Thank you.

BHROD-OED/Tiamson

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5/12/23