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

October 4, 2023

REGIONAL MEMORANDUM

AD-2023- **1079**

**REGIONAL CONSULTATION WORKSHOP ON THE FINDINGS AND
RECOMMENDATIONS FROM THE SCHOOLS DIVISION
OFFICES (SDOs) ORGANIZATION, FUNCTIONS, AND
OPERATIONS REVIEW**

To: Schools Division Superintendent
Divisions of Leyte and Samar
RO Chief, Field Technical Assistance Division
All Others Concerned

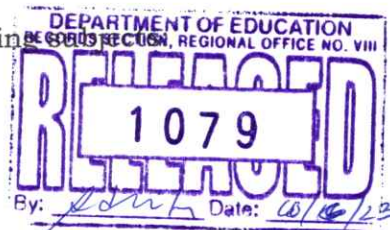
1. Attached is Memorandum DM-OUHROD-2023-1409 dated 26 September 2023 with the subject: Regional Consultation Workshop on the Findings and Recommendations from the Schools Division Offices (SDOs) Organization, Functions, and Operations Review to be held on **October 9-12, 2023** at **Crown Regency Hotel and Towers, Fuente Towers, Osmeña Boulevard, Cebu City**.
2. The expected participants are the Regional Directors, Chief of the RO Field Technical Assistance Division, Schools Division Superintendent of Samar, and Accountant III of Leyte Division.
3. Board and lodging of all participants shall be charged against AC-23-BHROD-OED-GASS-2-021. Traveling expenses of the RO FTAD Chief, SDS of Samar, and Accountant III of Leyte shall be charged to the downloaded funds from CO while the traveling expenses of the Regional Director to local funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: None
Reference: DM-OUHROD-2023-1409
To be indicated in the Perpetual Index under the following

CONSULTATION
FUNCTIONS
WORKSHOP

AD-PS-EDR



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OFFICE OF THE DIRECTOR IV	
Date and Time Received	Signature
Date and Time Released	Signature



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
REC'D
 REC-10/2/2023 REGIONAL OFFICE NO. VII
SEP 28 2023
 9114
 3:40

MEMORANDUM
DM-OUHROD-2023-1409

TO : **ALL REGIONAL DIRECTORS**
SELECTED REGIONAL FUNCTIONAL DIVISION CHIEFS
SELECTED SCHOOLS DIVISION SUPERINTENDENTS
(SDOs Quezon City, Tabuk City, San Fernando City, Isabela, Balanga, Quezon Province, Palawan, Camarines Sur, Iloilo Province, Negros Oriental, Cebu Province, Samar, Zamboanga del Norte, Camiguin, Davao City, South Cotabato, Surigao del Norte)
SELECTED SCHOOLS DIVISION PERSONNEL
(SDOs Caloocan City, Kalinga, San Fernando, Cagayan, Bataan, Quezon Province, Puerto Princesa City, Sorsogon Province, Iloilo Province, Canlaon, Cebu Province, Leyte, Dipolog City, Camiguin, Davao Oriental, Sultan Kudarat, Dinagat Island)
All OTHERS CONCERNED

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

SUBJECT : **REGIONAL CONSULTATION WORKSHOP ON THE FINDINGS AND RECOMMENDATIONS FROM THE SCHOOLS DIVISION OFFICES (SDOs) ORGANIZATION, FUNCTIONS, AND OPERATIONS REVIEW**

DATE : 26 September 2023

The Bureau of Human Resource and Development Organization – Organization Effectiveness Division (BHRD-OED) conducted a Focus Group Discussion (FGD) in selected Schools Division Offices (SDOs) to review their structure, functions, and processes. The FGD was held from May 15 to July 7, 2023, to the 51 SDOs who were selected based on their size classification, geographical conditions, and current context wherein information on the factors affecting the performance of SDOs were gathered, including best practices, challenges, and gaps.

OKD ema
 9/28/23

In this light, a **Regional Consultation Workshop** on the Findings and Recommendations from the SDO Organization, Functions, and Operations Review **will be conducted on October 9-12, 2023 at Crown Regency Hotel and Towers, Fuente Towers, Osmeña Boulevard, Cebu City**. The activity intends to present the findings and recommendations gathered during the FGDs and consult the RO and SDO official on the actions to be taken to address identified gaps and challenges.

Specifically, the Consultation Workshop aims to:

- a. Share feedback, opinions, and concerns regarding the result of the SDO FGD according to thematic areas (Structure, Staffing, Skill, System, Strategies, and Shared Values) and RO functional divisions;
- b. Generate recommendations on identified and validated issues/concerns; and
- c. Create an action plan to address the validated issues and concerns.

Thus, we would like to invite all Regional Directors, selected Schools Division Superintendents, Functional Division Chiefs, and selected SDO personnel for this activity. The target list of participants and the indicative program are enclosed as Annex A and B, respectively.

Below is the expected arrival date of all participants:

1. Functional Division Chiefs and selected SDO personnel are expected from Day 1-3, October 9-11, 2023. Activity will start at 2:00 pm on October 9, 2023.
2. Regional Directors and Schools Division Superintendents are expected on Day 3-4, October 11-12, 2023. Consultation with the RDs and SDS will start at 1:30 pm on October 11, 2023.
3. Board and lodging of all participants shall be charged against AC-23-BHROD-OED-GASS-2-021. Traveling expenses of participating Functional Division Chief, Schools Division Superintendent, and selected personnel shall be downloaded to their respective ROs, while the travelling expenses of Regional Directors shall be charged to their respective local funds, subject to the usual accounting and auditing rules and regulations.
4. Participants are requested to bring their own laptops and extension cords.
5. For confirmation of attendance, kindly fill out the online pre-registration form through this link <https://rb.gy/wzfvj> **on or before October 4, 2023**.

Please take note of the following meal arrangement from Day 1-4:

Participants	Meal	Day 1 October 9, 2023	Day 2 October 10, 2023	Day 3 October 11, 2023	Day 4 October 12, 2023
Division Chiefs and other personnel	Breakfast	✓	✓	✓	
	AM Snack	✓	✓	✓	
	Lunch	✓	✓	✓	
	PM Snack	✓	✓		
	Dinner	✓	✓		
RDs and SDSs	Breakfast				✓
	AM Snack				✓
	Lunch			✓	✓
	PM Snack			✓	✓
	Dinner			✓	✓

For further inquiries and/or clarification, please contact **Ms. Asmen Halog** or **Ms. Michelle Anne Raquino** of the BHRD-OED through landline number 8633-5375 or email at bhrod.oed@deped.gov.ph.

Thank you.

LIST OF EXPECTED PARTICIPANTS FROM THE SELECTED REGIONAL FUNCTIONAL DIVISION OFFICES AND SCHOOLS DIVISION OFFICES

REGION	DATE/POSITION			
	October 9-11, 2023	October 9-11, 2023	October 11-12, 2023	
	Selected Regional Functional Division Chiefs	SDO Functional Division Chiefs and selected personnel	Schools Division Superintendents	Regional Directors
NCR	CLMD	Caloocan City (Legal)	Quezon City (Large-City)	All Regional Directors
CAR	PPRD	Kalinga (CID)	Tabuk City (Medium-City)	
I	FTAD	San Fernando (ITO)	San Fernando (Small-City)	
II	QAD	Cagayan (AO V - Budget)	Isabela (Large-Province)	
III	HRDD	Bataan (ITO)	Balanga (Small-City)	
IV-A	ESSD	Quezon Province (AO V-Admin. Unit)	Quezon Province (Very Large-Province)	
IV-B	AD	Puerto Princesa (CID)	Palawan (Large-Province)	
V	PPRD	Sorsogon Province (AO V - Admin. Unit)	Camarines Sur (Very Large-Province)	
VI	CLMD	Iloilo Province (ITO)	Iloilo Province (Very Large-Province)	
VII	FD	Canlaon (SGOD) Cebu Province (SGOD)	Negros Oriental (Large-Province) Cebu Province	

			(Very Large-Province)
VIII	FTAD	Leyte (Accountant III)	Samar (Medium-Province)
IX	QAD	Dipolog City (SGOD)	Zamboanga del Norte (Large-Province)
X	HRDD	Camiguin (CID)	Camiguin (Small-Province)
XI	ESSD	Davao Oriental (Legal)	Davao City (Large-City)
XII	AD	Sultan Kudarat (SGOD)	South Cotabato (Medium-Province)
CARAGA	FD	Dinagat Islands (Legal)	Surigao del Norte (Medium-Province)

INDICATIVE PROGRAM OF ACTIVITIES

Schedule/Time	Activity	Person Responsible
Day 1 (October 9, 2023 – Monday)		
1:30 PM – 2:00 PM	Registration and PM snacks	OED Secretariat
2:01 PM – 5:00 PM	Opening Program <ul style="list-style-type: none"> • Preliminaries • Welcome Message • Background and Context Setting • Presentation of the FGD Process and Findings 	OED Secretariat Dir. Resty A. Osias Director IV, BHROD -OD Ms. Cecilia G. Tiamson PDO IV/OIC, BHROD-OED
Day 2 (October 10, 2023 – Tuesday)		
8:00 AM -12:00 NN	<i>Workshop 1:</i> Analysis of the SDO FGD results according to thematic areas (Structure, Staffing, Skill, System, Strategies, and Shared Values)	Facilitator
12:01 NN –1:00 PM	Lunch Break	
1:01 PM – 1:15 PM	Energizer	OED Secretariat
1:16 PM – 5:00 PM	<i>Plenary Presentation</i> of the workshop outputs by group	Facilitator
Day 3 (October 11, 2023 – Wednesday)		
8:30 AM – 10:00 AM	<i>Workshop 2:</i> Finalization of the Recommendations according to thematic areas (Structure, Staffing, Skill, System, Strategies, and Shared Values)	Facilitator
10:01 AM - 11:00 AM	Closing Program	
12:00 NN - 1:30 PM	Lunch and Registration for RDs and SDSs	OED Secretariat
1:31 PM - 5:00 PM	Opening Program <ul style="list-style-type: none"> • Preliminaries • Welcome Message • Background and Context Setting • Presentation of the FGD Process and Findings 	OED Secretariat Dir. Resty A. Osias Director IV, BHROD -OD Ms. Cecilia G. Tiamson PDO IV/OIC, BHROD-OED
Day 4 October 12, 2023 (Thursday)		
8:00 AM - 10:30 AM	Presentation of the Recommendations from the Regional	Presenter

Schedule/Time	Activity	Person Responsible
	Division Chiefs and Selected Personnel from SDO	
	Vetting of the Recommendations	Gloria Jumamil-Mercado Undersecretary Francis Cesar B. Bringas Assistant Secretary
10:31 AM - 12:00 NN	Closing Ceremonies Next Steps and Ways Forward Awarding of Certificates Closing Message	Gloria Jumamil-Mercado Undersecretary
12:01 NN - 1:00 PM	Lunch Break	
1:01 PM - onwards	Check-out	