



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION
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ADVISORY

November 27, 2025

This refers to **DM-OUHROD-2025-3251, Capacity Building and Orientation on the School Organizational Structure and Staffing Standards (SOSSS)**, scheduled on December 9–11, 2025 (Batch 1) and December 11–13, 2025 (Batch 2).

Please be advised that the venue for this activity is **Lourdes Family Suites** located at **8429 Kalayaan Avenue, Makati City**.

The airfare expenses shall be charged to **AC-25-BHROD-SED-GASS-2-028** for the **BATCH 1 SCHOOL** participants. The **BHROD-SED** shall also take charge of the **airfare booking and check-in arrangements** for the following participants:

SDO Palawan	School Principal/Head
SDO Isabela	School Principal/Head
SDO Negros Occidental	School Principal/Head
SDO Iloilo	Administrative Officer II
SDO Cebu Province	ADAS II (Disbursing Officer)
SDO Misamis Oriental	ADAS III (Senior Bookkeeper)

The airfare expenses shall be charged to **AC-25-BHROD-SED-GASS-2-029** for the **BATCH 2 SCHOOL** participants. The **BHROD-SED** shall also take charge of the **airfare booking and check-in arrangements** for the following participants:

SDO Camarines Sur	School Principal/Head
SDO Iloilo	School Principal/Head
SDO General Santos City	School Principal/Head
SDO Cebu Province	PDO I
SDO Zamboanga del Norte	PDO I

All participants for SOSSS **Batch 1 & 2** are requested to prepare their **Travel Authority (TA)** prior to the schedule of the workshop and **submit the signed TA copy** on or before **December 2, 2025** to BHROD-SED email at bhrod.sed@deped.gov.ph. For confirmation of attendance, please register **on or before December 3, 2025**, using this link: bit.ly/SOSSSFY25CM

Furthermore, participants are asked to join the **Messenger Group** for updates and coordination purposes through this link:

Batch 1 (December 9-11, 2025) Link: <https://bit.ly/SOSSSCMGroup>

Batch 2 (December 11-13, 2025) Link: <https://bit.ly/SOSSSCMGroupB2>



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 2



For clarifications and concerns, you may coordinate with **Mr. Christopher Devera** or **Ms. Janey Rhose Diaz** of BHROD-SED through email at bhrod.sed@deped.gov.ph or call **0916-606-2667**.

For information and appropriate action.



DEXTER N. PANTE

Project Development Officer V

Officer-in-Charge, Office of the Director III

Bureau of Human Resource and Organizational Development



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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Department of Education

OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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RECORDS SECTION REGIONAL OFFICE NO. VIII

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MEMORANDUM
DM-OUHROD-2025- 3251

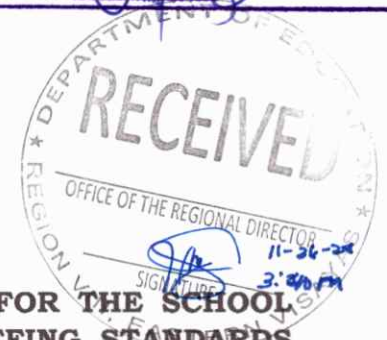
FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary for Human Resource and Organizational Development

E-signed by
 Wilfredo Cabral
 11/26/25, 3:54:30 PM

SUBJECT : **CAPACITY BUILDING AND ORIENTATION FOR THE SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS) BATCH 1 & 2**

DATE : 14 November 2025



The Human Resource and Organizational Development (HROD) Strand is spearheading the development of the **School Organizational Structure and Staffing Standards (SOSSS)**, a proposed policy that will define the organizational structure and staffing requirements of schools.

In line with this, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) will conduct a **Capacity Building and Orientation for the School Organizational Structure and Staffing Standards (SOSSS)** on **December 9-11, 2025 [Batch 1], and December 11-13 [Batch 2]** (within NCR).

The workshop aims to gather feedback, inputs, and recommendations on the feasibility and the required implementation arrangements of the SOSSS prototypes to ensure the effective implementation and smooth transition of the policy changes. It likewise seeks to identify implementation concerns, promote alignment of processes across concerned offices, and facilitate a coordinated approach in managing organizational adjustments from Central Office to Schools considering the multiple school scenarios due to the phased implementation of the SOSSS.

For complete details of the activity, please refer to the attached documents:

- **Annex A** - Administrative Arrangements
- **Annex B** - List of Participants
- **Annex C** - Indicative Program of Activities

For clarifications and concerns, you may coordinate with **Mr. Christopher Devera** or **Ms. Janey Rhose Diaz** of **BHROD-SED** through email at bhrod.sed@deped.gov.ph or call (02) 8633-5397 / 0916-606-2667.

For your appropriate action.

Copy Furnished:
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Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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Annex A – Administrative Arrangements

Pre-Work Activity

- To support the workshop activities, participants are requested to accomplish the pre-work activity on or before **December 3, 2025**, for consolidation. The activity may be accessed through this link: **bit.ly/Pre-workSOSSSCM**

Expenses

- The board and lodging expenses of the Program Management Team and field participants shall be charged against **AC-25-BHROD-SED-GASS-2-028 for Batch 1**, while **AC-25-BHROD-SED-GASS-2-029 for Batch 2 Participants**.
- In general, the travel expenses of the participants shall be charged against **local funds**.
- The airfare expenses shall be charged against **AC-25-BHROD-SED-GASS-2-028 for the following BATCH 1 SCHOOL participants:**

SDO Palawan	School Principal/Head
SDO Isabela	School Principal/Head
SDO Negros Occidental	School Principal/Head
SDO Iloilo	Administrative Officer II
SDO Cebu Province	ADAS II (Disbursing Officer)
SDO Misamis Oriental	ADAS III (Senior Bookkeeper)

- The airfare expenses shall be charged against **AC-25-BHROD-SED-GASS-2-029 for the following BATCH 2 SCHOOL participants:**

SDO Benguet	School Principal/Head
SDO Camarines Sur	School Principal/Head
SDO Iloilo	School Principal/Head
SDO General Santos City	School Principal/Head
SDO Cebu Province	PDO I
SDO Zamboanga del Norte	PDO I

- All expenses shall be subject to the usual accounting and auditing rules and regulations.

Room and Meal Arrangements

For board and lodging and meal arrangement, kindly refer to the table below:

Batch 1:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
December 9, 2025 (Day 1)	✓	✓	✓	✓	✓	✓
December 10, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
December 11, 2025 (Day 3)	x	✓	x	x	x	x

Batch 2:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
December 10, 2025 (Day 1)	✓	✓	✓	✓	✓	✓
December 11, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
December 12, 2025 (Day 3)	x	✓	x	x	x	x

- Check-in shall begin at 2:00 pm (Batch 1-December 9; Batch 2-December 11) and Check-out by 12:00 noon (Batch 1-December 11; Batch 2-December 13).
- No extension or early accommodation shall be allowed other than the provided schedule.

Confirmation of Attendance

For confirmation of attendance, please register on or before **December 3, 2025**, using this link: bit.ly/SOSSSFY25CM. Kindly refer to **Annex B** for the List of Participants.

Contact Details

- Contact Person: Ms. Janey Rose Diaz, ADAS II or Ms., of BHROD-SED.
- Contact Details: bhrod.sed@deped.gov.ph /

Project Management Team		
No	Name	Position
1.	Marian M. Efondo	OIC Chief, BHROD-SED
2.	Christopher L. Devera	Project Development Officer III
3.	Ina Marie Claire Mallari	Project Development Officer III
4.	Sebastian Cheng	Project Development Officer II
5.	Kristel Mae Torrefiel	Technical Assistant I

**Annex B.1 – List of Participants
BATCH 1 [December 9-11, 2025]**

Central Office Participants				
No.	Strand	Bureau/Service/ Division	Positions	No. of Pax
1	OSEC	ICTS	To be identified by the strand/office	1
2	Administration	Asset Management Division		1
3		Cash Division		1
4		Accounting Division		1
5	Finance Strand	Budget Division		1
6		EPMO		1
7		PPS-PPRD		1
8	Strategic Management	PPS-PPD		1
9		PPS-EMISD		1
10	Procurement	BACSD		1
11	HROD	BHROD-PD		1
12		BHROD-HRDD		1
13		BHROD-OED		1

Regional Office Participants				
No.	Region	Office/Division	Position	No. of Pax
1	CAR	ORD-ICT	ITO	1
2	NCR	Finance-Accounting	Accountant III	1
3	II	PPRD	Planning Officer	1
4	IX	Procurement	AO IV	1
5	XII	Personnel	AO IV (HRMO)	1
6	CARAGA	Finance-Budget	AO IV	1

Schools Division Office Participants					
No.	Region	SDO	Office/Division	Position	No. of Pax
1	CAR	Tabuk City	SGOD-Personnel	AO IV	1
2	NCR	Manila	OSDS-Cash	AO-IV	1
3	I	Pangasinan II	OSDS-Procurement	AO-IV	1
4	II	Tuguegarao City	SGOD-HRD	SEPS	1
5	III	Bataan	SGOD-Planning	PO III	1
6	V	Albay	OSDS-Budget	AO V	1
7	X	Cagayan De Oro City	OSDS - Finance Unit (Accounting)	Accountant III	1
8	VII	Tagbilaran City	OSDS-Procurement	AO IV	1
9	VIII	Leyte	OSDS-ICT	ITO-I	1
10	X	Iligan City	OSDS-Property	AO-IV	1
11	XI	Davao del Sur	OSDS-Records	AO-IV	1
12	XII	Cotabato	OSDS-Personnel	AO-IV	1

**Annex B.1- List of Participants
BATCH 1 December 9-11, 2025**

School Participants						
<i>Note: School Heads shall be identified by the SGOD</i>						
No.	Region	SDO	Position	Curricular Offering	Number of learners (Criteria)	No. of Pax
1	I	Pangasinan I	School Principal	All Offering	1001 and above	1
2	II	Isabela		ES	500 and below (Hardship Post)	1
3	IV-A	Antipolo City		JHS	8501 and above	1
4	IV-B	Palawan		JHS (Non-IU)	500 and below	1
5	NIR	Negros Occidental		JHS & SHS (IU)	1001 and above	1
6	IX	Zamboanga Sibugay		JHS with SHS (IU)		1
7	X	Valencia City		JHS with SHS	8501 and above	1
8	XI	Davao De Oro		JHS (Non-IU)	1001 and above	1

School-based Non-Teaching Personnel					
No.	Region	SDO	School	Full name	Position
1	NCR	Quezon City	To be identified by the SGOD		AO II
2	I	Pangasinan II	Benigno V. Aldana National High School	John Robert M. Taguinod	AO IV
3	VI	Iloilo	Cabatuan Central Elementary School	Ephraim C. Jadulos	AO II
4	VII	Cebu Province	To be identified by the SGOD		ADAS II
5	X	Misamis Oriental	Alubijid NCHS	Eda Karen C. Burlat	ADAS III

**Annex B.2 – Indicative Program of Activities
Batch 1 [December 9-11, 2025]**

Date	Start Time	End Time	Session Topic/Activity
December 9, 2025	DAY 1		
	12:00 nn	1:30 pm	• Lunch Break
	1:30 pm	1:40 pm	• Preliminaries
	1:45 pm	3:00 pm	• Session 1: School Structure and Staffing Standards - Rationale, Development, and Policy
			• Session 2: Salient Features of SOSSS DO
			• Session 3: Scanning the shifts and mapping the transitions and Navigating the Changes
	3:00 pm	4:00 pm	• Activity 1: Scenario Building Activity
	4:00 pm	5:00 pm	• Activity 1 Presentation
5:00 pm	5:15 pm	• Day 1 Closing [Summary and Reminders]	
December 10, 2025	DAY 2		
	8:00 am	8:15 am	• Preliminaries
	8:15 am	8:30 am	• Session 4: Tracking the Changes – identifying measures of transformation
	8:30 am	10:30 am	• Activity 2: Monitoring and Evaluation Plan
	10:30 am	11:00 am	• Activity 2 Presentation
	11:00 am	12:00 nn	• Plenary Discussion
	12:00 nn	1:30 pm	• LUNCH BREAK
	1:00 pm	1:10 pm	• Ice Breaker
	1:10 pm	3:10 pm	• Session 4: Building the Bridge
	3:10 pm	4:30 pm	• Plenary Discussion and Group Presentation
4:30 pm	5:00 pm	• Day 2 Closing Ways Forward	
December 11, 2025	DAY 3		
			• Travel to workstation

**Annex C – List of Participants
BATCH 2 [December 11-13, 2025]**

Central Office Participants				
No.	Strand	Bureau/Division	Positions	No. of Pax
1	Learning Systems Strand	BCD-CSDD	To be identified by the strand/ office	1
2		BCD-SCPD		1
3		BLD-TLD		1
4		BLD-SID		1
5		BLR		1
6	OSEC	BEA-EAD		1
7	Operations Strand	BLSS-SHD		2
8		BLSS-SSD		1
9		BLSS-YFD		1
10		LRPO		1
11		DRRMS		1
12	Human Resources and Organizational Development Strand	BHROD-OED		2

Regional Office Participants				
No.	Region	Office/Division	Position	No. of Pax
1	IV-A	CLMD	EPS	1
2	IV-B	LRMD	EPS	1
3	IX	ESSD-Health	Medical Officer IV	1
4	X	ESSD-Health	Medical Officer IV	1

Schools Division Office Participants					
No.	Region	SDO	Office/Division	Position	No. of Pax
1	CAR	Tabuk City	CID-LR	Education Program Supervisor	1
2	CAR	Benguet	SGOD-SHN	Nurse II	1
3	III	Zambales	SGOD-SHN	Nurse II	1
4	IV-A	Rizal	SGOD-SHN	Medical Officer III	1
5	V	Legaspi City	SGOD-SMN	EPS II	1
6	VIII	Leyte	SGOD-SMME	EPS II	1
7	X	Lanao del Norte	CID	Education Program Supervisor	1
8	XI	Davao City	CID-IM	PSDS	1
9	XII	Sultan Kudarat	CID-IM	PSDS	1
10	CARAGA	Butuan City	SGOD-SHN	Medical Officer III	1

**Annex C – List of Participants
BATCH 2 December 11-13, 2025**

School -Based Participants						
<i>Note: School Heads shall be identified by the SGOD</i>						
No.	Region	SDO	Position	Curricular Offering	Number of learners (Criteria)	No. of Pax
1	CAR	Benguet	School Principal	ES	500 and below	1
2	NCR	Pasig City		JHS & SHS	8501 and above	1
3	III	Angeles City		All Offering	1001-8500	1
4	IV-A	Cavite		ES	8501 and above	1
5	IV-A	Quezon		All Offering	501-1000 (Hardship Post)	1
6	V	Camarines Sur		JHS	3300-8500 above	1
7	VI	Iloilo		ES & JHS	500 and below (Hardship Post)	1
8	XII	General Santos City		ES	501-1000	1

School-based Non-Teaching Personnel					
No.	Region	SDO	School	Full name	Position
1	NCR	Makati City	Makati High School	Rosarie R Daquioag	Nursing Attendant I
2	NCR	Pasig City	Rizal High School (Main)	Maria Quiteria N. Carillo	Guidance Counselor
3	IV-A	Dasmariñas City	Dasmariñas East Integrated High School	Ma Sigrid T. Damolo	
4	IV-A	Cavite	To be identified by the SGOD		Librarian
5	VII	Cebu Province	To be identified by the SGOD from Elementary School		PDO I (1 pax each SDO)
6	IX	Zamboanga del Norte	To be identified by the SGOD from JHS		

**Annex B.2 – Indicative Program of Activities
Batch 2 [December 11-13, 2025]**

Date	Start Time	End Time	Session Topic/Activity
December 11, 2025	DAY 1		
	12:00 nn	1:30 pm	• Lunch Break
	1:30 pm	1:40 pm	• Preliminaries
	1:45 pm	3:00 pm	• Session 1: School Structure and Staffing Standards - Rationale, Development, and Policy
			• Session 2: Salient Features of SOSSS DO
			• Session 3: Scanning the shifts and mapping the transitions and Navigating the Changes
	3:00 pm	4:00 pm	• Activity 1: Scenario Building Activity
	4:00 pm	5:00 pm	• Activity 1 Presentation
5:00 pm	5:15 pm	• Day 1 Closing [Summary and Reminders]	
December 12, 2025	DAY 2		
	8:00 am	8:15 am	• Preliminaries
	8:15 am	8:30 am	• Session 4: Tracking the Changes – identifying Indicators of transformation
	8:30 am	10:30 am	• Activity 2: Monitoring and Evaluation Plan
	10:30 am	11:00 am	• Activity 2 Presentation
	11:00 am	12:00 nn	• Plenary Discussion
	12:00 nn	1:30 pm	• LUNCH BREAK
	1:00 pm	1:10 pm	• Ice Breaker
	1:10 pm	3:10 pm	• Session 4: Building the Bridge
	3:10 pm	4:30 pm	• Plenary Discussion and Group Presentation
4:30 pm	5:00 pm	• Day 2 Closing Ways Forward	
December 13, 2025	DAY 3		
			• Travel to workstation