



February 26, 2019

RELEASED

DATE: 27 FEB 2019

SIGNATURE

CARAGA REGION

REGIONAL MEMORANDUM

No. 097 s. 2019

PARTICIPATION TO THE WORKSHOP ON SCHOOL-CENTERED ORGANIZATIONAL REVIEW

**TO: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS
This Region**

1. The field is hereby informed of the Workshop on School-Centered Organizational Review on March 4-8, 2019 to be held in La Fortuna Hotel, Cebu City.
2. The participants to this workshop are the following:

Name	Sex	Division	Position/Designation
1. Ms. Fe M. Baring	F	RO – Admin Personnel	Teacher Credential Evaluator
2. Dr. Celsa Cataluña	F	RO - FTAD	Education Program Supervisor
3. Ms. Erma Dabalos	F	RO – Public Affairs Unit	ADA VI
4. Ms. Evelyn Buo	F	RO – Budget Office	Administrative Officer IV
5. Ms. Lucille H. Madelo	F	Bayugan City Division - AO	Administrative Officer V
6. Ms. Liza Guinguing	F	Surigao Sur Division – SGOD - Research	SEPS
7. Mr. Rufino T. Reyes	M	Surigao del Sur Division – SGOD DRR	Education Program Supervisor
8. Dr. Danilo M. Felias	M	Agusan del Norte Division – CID PSDS	Public Schools District Supervisor

3. Please see attached National Memorandum for your reference.
4. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

HRDD3/vcn
02/26/2019

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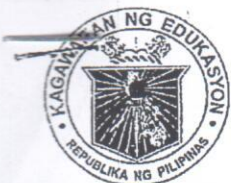
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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

DEPARTMENT OF EDUCATION
RECORDS DIVISION
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022225
By: [Signature] Date: 18 FEB 2019

DM-PFO-2019-00/20

February 11, 2019

TO: ALL REGIONAL DIRECTORS
CENTRAL OFFICE BUREAU/SERVICE DIRECTORS
DEPED EMPLOYEES ASSOCIATION REPRESENTATIVES

FROM: JESUS L. R. MATEO
Undersecretary

DEPED RO XIII-Records
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By: [Signature]

SUBJECT: Workshop on School-Centered Organizational Review

The DepEd Rationalization Program that was approved in November 2015 covered only the Central Office, Regional Offices and Schools Division Offices. To keep abreast with the changing environment and needs of our learners, it is indispensable to review our current structure, systems and processes and how all of these will support the needs of our schools.

In this regard, the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) will conduct a Workshop on School-Centered Organizational Review on March 4-8, 2019 in Cebu City (specific venue to be communicated later).

The objectives of the workshop are:

1. Align the Purpose, Processes and People from Central Office to Regional Office to SDO
2. Review and propose adjustments on the Office Functions
3. Identify the processes for all offices, divisions, sections and units.
4. Identify the improvements and enhancements for the processes.
5. Analyze the staffing complement needed for the schools
6. Review the size classification of SDOs

Participants are requested to bring the following:

- Laptop
- Current organizational structure
- Quality Management System (QMS) Operations Manual (if available)
- List of processes
- List of good practices on continuous improvement

Expenses such as board and lodging, supplies and materials and travel expenses of Central Office participants shall be charged against OPDNSP Funds while travel expenses of all field office participants, union and association representatives shall be charged against their respective local funds.

BHROD-OED/cgl

DEPARTMENT OF EDUCATION
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RECORDS DIV.
BY: MA. THERESA M. METRO

DepEd Complex, Meralco Ave., Pasig City 1600

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www.deped.gov.ph

For program details and list of expected participants, kindly refer to the attached Annex A and B, respectively.

Further, all participants are requested to answer the organization review survey thru this link <http://depd.in/orgreview2019>.

Please confirm attendance of your regional representatives through email at bhrod.oed@depd.gov.ph with the following information; name, gender, date of arrival & departure.

Thank you.

Annex A

School-Centered Organization Review March 4-8, 2019 Cebu City

Objectives

1. Align the Purpose, Processes and People from Central Office to Regional Office to SDO
2. Review and propose adjustments on the Office Functions
3. Identify the processes for all offices, divisions, sections and units.
4. Identify the improvements and enhancements for the processes.
5. Analyze the staffing complement needed for the schools
6. Review the size classification of SDOs

Expected Outputs:

- Reviewed Unified Key Result Areas with definition
- Harmonized QMS Operations Manual per governance level (from CO-RO-SDO-Schools)
- Job Description and Workload analysis
- Recommendations for Org Review

Program of Activities

Time	March 4 (Day 1)	March 5 Day 2	March 6 Day 3	March 7 Day 4	March 8 Day 5
AM	Travel to venue	• Critiquing of Workshop 1 Outputs	• Critiquing of Workshop 2 Outputs	• Critiquing of Workshop 3 Outputs	• Presentation of Proposals • Closing Ceremony
PM	• Opening Program • Org Review Overview • Workshop 1: PURPOSE - Office Functions - Key Result Areas with definition	• Workshop 2: PROCESS - Inventory of Processes - Operations Manual for specific job group - Harmonization of QMS Operations Manual	• Workshop 3: PEOPLE - Job Descriptions - Workload Analysis - Org Structure	• Workshop 4: Writing of Proposals	

List of Expected Participants

Region	Representative per identified Office/Division/Unit
Region 1	• RO - HRDD • RO - Legal Unit • RO - Records • RO - General Services Unit • SDO - CID - EPS • SDO - ICT • SDO/School - Guidance Services
Region 2	• RO - Public Affairs • RO - CLMD • RO - Accounting • RO - Asset Management Section • SDO - SGOD - SocMob • SDO - SGOD - DRR • SDO - SGOD - Planning
Region 3	• RO - CLMD - LRMD • RO - FTAD • RO - Cash • SDO - SGOD - HRDS • SDO - Budget • SDO - SGOD - SocMob • SDO/School - Guidance Services
CALABARZON Region	• RO - QMS Representatives • RO - QMS Representatives • RO - QMS Representatives • RO - QMS Representatives • SDO - SGOD - Planning • SDO - Legal • SDO - Records • SDO - SGOD - Sports • SDO - SGOD - Youth • SDO Biñan - OSDS • SDO Biñan - SGOD • SDO Biñan - CID • Biñan Elementary School • Biñan Integrated High School • Tagaytay Science High School
MIMAROPA Region	• RO - Admin-Personnel • RO - QAD • RO - Finance Division - Budget • SDO - CID - PSDS • SDO - Cash

Region	Representative per identified Office/Division/Unit
Region 5	• SDO - SGOD - Sports
	• SDO - SGOD - SMME
	• SDO - School Health & Nutrition
	• RO - ESSD - Youth
	• RO - ESSD - DRRM
	• RO - Asset Management
	• RO - QAD
	• RO - CLMD - LRMD
	• SDO - SGOD - HRDS
CAR	• SDO - SGOD - SocMob
	• SDO - Accounting
	• RO - Legal
	• RO - ESSD - Sports
	• RO - ESSD - Health & Nutrition
	• SDO - Budget
	• SDO - SGOD - Research
	• SDO - Records
	• SDO - CID - EPS
NCR	• SDO - SGOD - DRR
	• RO - ICT
	• RO - Admin- Personnel
	• RO - ESSD - Special Programs & Projects
	• RO - Admin - General Services
	• SDO - CID - LRMD
	• SDO - SGOD - Education Facilities
	• SDO - SGOD - Sports
Region 6	• RO - Admin - Personnel
	• RO - QAD
	• RO - FTAD
	• RO - Public Affairs
	• SDO - Accounting
	• SDO - Asset Management
	• SDO/School - Guidance Services
Region 7	• RO - CLMD
	• RO - Budget
	• RO - ESSD - Partnerships
	• SDO - Legal
	• RO - Cash
	• RO - ESSD - Education Facilities
	• SDO - SGOD - SMME
	• RO - ESSD - Youth Formation
Region 8	• RO - Guidance Services

Region	1-representative per identified Office/Division/Unit
	• RO - QAD • RO - HRDD • SDO - Admin Services - Admin. Officer • SDO - Admin - Personnel • SDO - CID - LRMD • SDO - CID - PSDS • SDO - SGOD - SocMob
Region 9	• RO - CLMD • SDO - SGOD - HRDS • SDO - SGOD - Research • RO - Accounting • SDO - Asset Management • RO - Cash • RO - ESSD - School Health
Region 10	• RO - ICT • RO - CLMD - LRMD • RO - ESSD - Education Facilities • SDO - SGOD - SMME • SDO - SGOD - SocMob • SDO - SGOD - DRR • SDO - Budget
Region 11	• RO - ICT • RO - Records • RO - ESSD - Partnerships • RO - Accounting • SDO - SGOD - SHN • SDO - SGOD - Youth Formation • SDO - Admin - Personnel • SDO - CID - EPS • Davao City High School
Region 12	• RO - ESSD - Sports • RO - HRDD • RO - Guidance Services • SDO - SGOD - SocMob • SDO - Legal • SDO - SGOD - Planning • SDO - CID - LRMD
CARAGA	• RO - Admin - Personnel • RO - FTAD • RO - Public Affairs • RO - Budget / PWD / RV • SDO - Admin - AO

4 SDOs

1. SDO Admin - AD
2. SDO SGOD - Research
3. SDO SGOD - DRR
4. SDO - CID - PSDS

Region	1 representative per identified Office/Division/Unit
	• SDO - SGOD - Research • SDO - SGOD - DRR • SDO - CID - PSDS

DepEd Associations

Association	Number of Representative/s
• Association of DepEd Directors	3
• Philippine Association of Schools Division Superintendents	3 (1 each from Luzon, Visayas Mindanao)
• National Employees Union	3 (1 each from CO, RO, SDO)
• NAPSHII	1
• PESPA	1
• NAPSHIL	1

Central Office

Office	Number of Representative
• Bureau of Curriculum Development (BCD)	2 (SPCD + 1)
• Bureau of Learning Delivery (BLD)	2 (TLD + 1)
• Bureau of Education Assessment (BEA)	2
• Bureau of Learning Resources (BLR)	2 (1 each from Manila & Cebu)
• Literacy Coordinating Council Secretariat (LCC)	1
• Alternative Learning Systems (ALS)	1
• Indigenous People's Education Office (IPSEO)	1
• Teacher Education Council (TEC)	1
• National Educators Academy of the Philippines (NEAP)	2 (1 each from PDD & QAD)
• Planning Service (PS) - PPD	3 (1 each from PPD, PRD, & EMISD)
• Finance Service (FS) - Budget	3 (1 each from Accounting, Budget & EAMD)
• External Partnership Service (EPS)	1
• International Cooperation Office (ICO)	1
• Public Affairs Service (PAS) Communications Division	3 (1 each from Comms., Publications & PAAC)
• Legal Service	2 (1 each from Legal & Investigation Div.)
• Administrative Service (AS)	4 (1 each from AMD, Cash, GSD, Records)
• Information & Communication Technology Service (ICTS)	1

Office	Number of Representative
• Education Facilities Division (EFD)	1
• Disaster Risk Reduction & Management Service (DRRMS)	1
• Baguio Teachers' Camp	2
• Bureau of Learner Support Services (BLSS)	3 (1 each from SSD, YFD & SHD)
• Office of the Secretary (OSEC)	2
• Office of the Undersecretary for Planning and Field Operations (OUPFO)	3
• Bureau of Human Resource & Organizational Development (BHROD)	
o Office of the Director	3
o School Effectiveness Division (SED)	1
o Human Resource Development Division (HRDD)	1
o Employee Welfare Division (EWD)	1
o Personnel Division (PD)	1
o Organization Effectiveness Division (OED)	10

Criteria for selecting participants:

- Knowledgeable about the nature of work, processes and workload of the people in the unit
- Has existing good practices
- Has an existing operations manual aligned to QMS
- Regions to choose representatives from different SDO size classification (S, M, L, VL) and typologies (city/province)

Fwd: Venue for the Workshop on School-Centered Organizational Review

Inbox

DepEd Region XIII CARAGA

Wed, Feb 20, 2:00 PM (22 hours ago)

to hrdddepd13, RO, me, flordelisarodriguezdalin

----- Forwarded message -----

From: **Organization Effectiveness Division** <bhrod.oed@depd.gov.ph>
Date: Wed, Feb 20, 2019 at 1:30 PM
Subject: Venue for the Workshop on School-Centered Organizational Review
To: <region1@depd.gov.ph>, <region4a@depd.gov.ph>, Department of Education Regional Office III <region3@depd.gov.ph>, Cc: DepEd Region XIII CARAGA <caraga@depd.gov.ph>, <region2@depd.gov.ph>, <region5@depd.gov.ph>, <region8@depd.gov.ph>, Department of Education Region 10 <region10@depd.gov.ph>, <region11@depd.gov.ph>, DepEd VI Western Visayas <region6@depd.gov.ph>, DepEdIX ZamPen <region9@depd.gov.ph>, <region12@depd.gov.ph>, <car@depd.gov.ph>, <depdncrph@gmail.com>, <mimaropa.region@depd.gov.ph>, <region7@depd.gov.ph>, <bhrod.od@depd.gov.ph>, School Effectiveness Division <bhrod.sed@depd.gov.ph>, <bhrod.ewd@depd.gov.ph>, <bhrod.hrdd@depd.gov.ph>, <bhrod.pd@depd.gov.ph>, <ps.od@depd.gov.ph>, <bcd.od@depd.gov.ph>, Bureau of Learning Resources Office of the Director <blr.od@depd.gov.ph>, <bld.od@depd.gov.ph>, <lcc@depd.gov.ph>, <ipseo@depd.gov.ph>, <bea.od@depd.gov.ph>, <tec@depd.gov.ph>, <neap.od@depd.gov.ph>, <eps.od@depd.gov.ph>, <fs.bd@depd.gov.ph>, <icts.od@depd.gov.ph>, <pas.od@depd.gov.ph>, <drms.od@depd.gov.ph>, <as.od@depd.gov.ph>, <as.efd@depd.gov.ph>, CLIFFORD CHAN <clifford.chan@depd.gov.ph>, <osec@depd.gov.ph>, Vernice Lorraine Quintana <vernice.quintana@depd.gov.ph>, <jordge.ocon@depd.gov.ph>
Cc: <anenjacobdumangcas@gmail.com>

Dear DepEd Colleagues,

The Workshop on School-Centered Organization Review will be held on March 4-8, 2019 at **Hotel Fortuna, 26 A. Borromeo Street, Cebu City.**

Attached is the directional map from Mactan International Airport going to the venue.

Salamat po.