



June 18, 2019

REGIONAL MEMORANDUM

No. 294, s. 2019

ALIGNMENT OF THE ACTIVITIES OF THE SECTION/UNITS IN THE OFFICE KEY RESULTS AREAS (KRAs) FOR DIVISION, MONITORING, EVALUATION, AND ADJUSTMENTS (DMEA)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, CID, and SGOD
Education Program Supervisors
SEPS/EPS II
This Region

1. The Regional Office through the Quality Assurance Division successfully conducted the 1st Quarter DMEA Presentation in three clusters. It has been observed that the presentation of the activities are based on the Key Results Areas (KRAs) as to the Job Descriptions of the Section/Units to realize the organizational performance of the Curriculum Implementation Division (CID), School Governance Operations Division (SGOD), and Office of the Schools Division Superintendent (OSDS) undermining the office KRAs of the three (3) functional divisions in the SDOs.

2. The MEA Strategy as periodic monitoring and evaluation of the progress of the SDOs in its delivery of education services as well as its **performance as an organization**. In RM # 173, s. 2019, the monitoring and evaluation are to provide objective information that can inform decision-making for continuously improving:

- **Organizational Performance** for efficient and effective fulfillment of the division mandate, and
- **Delivery of education services** to achieve the desired output and sustainability of Education outcomes.

3. To effectively deliver the organizational performance of the three (3) Functional Divisions of Curriculum Implementation Division (CID), School Governance Operations Division (SGOD), and Office of the Schools Division Superintendent (OSDS). The activities of the section/units of the three (3) Functional Divisions shall be aligned on the Office Key Results Areas and not the KRAs of the Job Descriptions of the Section/Units.

4. The Regional Office issued a Memorandum for the adoption of the Compendium of DepEd Office Functions and Job Descriptions in 2018. In the 2nd Quarter DMEA presentations and onwards, all activities of the section/units shall be aligned on the Office KRAs of CID, SGOD, and OSDS, to wit:

Functional Divisions	Key Results Areas (KRAs)
Office of the Schools Division Superintendent (OSDS)	KRA1: Administrative Management KRA2: Financial Management

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(085) 342 - 8207



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	KRA3: Performance Management KRA4: Ancillary Services
Curriculum Implementation Division (CID)	KRA1: Instructional Management KRA2: Assessment of Learning KRA3: Learning Resources Materials Management and Development KRA4: Ancillary Services
School Governance Operations Division (SGOD)	KRA1: Support Services Management KRA2: Planning and Research KRA3: Community Level Linkages and Partnerships KRA4: Human Resource Development KRA5: Quality Assurance KRA6: Ancillary Services

5. In RM # 173, s. 2019, all SDOs are required to submit their Functional Divisions Work Financial Plan (WFP), CY: 2019 to counter check the alignment and relevance of objectives, strategies, and outputs of each functional division’s work plan. The work plan crafted by the functional divisions of the SDOs is based on their respective office KRAs reflected in the DMEA Report for presentation to RO.
6. Attached are the modified template of the Work and Financial Plan and changes incorporated on Table 2: Computed Accomplished Physical Outputs to bring out the expected activities of the section/units as an alignment to the office KRAs of the three (3) FDs in the SDOs. The Section/Unit shall be placed after the activities to accomplish per KRA of the FDs.
7. Wide dissemination and compliance of this Memorandum are enjoined.


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

To be indicated in the Perpetual Index under the following subjects:

PROGRAMS

MONITORING

EVALUATION

PERMIT

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Table 2
Computed Accomplished Physical Outputs

2019 Targets			Actual Accomplishment	% of Accomplishment	Source of Funds	Funds Alloted	Funds Obligated	Funds Disbursed	Achievement of Targets		Lessons Learned
Description of Planned Outputs	Section/Unit	Quantity							Facilitating Factors	Hindering Factors	
OSDS											
	KRA 1 : ADMINISTRATIVE MANAGEMENT										
1											
2											
3											
4											
5											



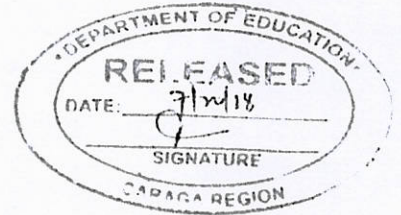
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Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City

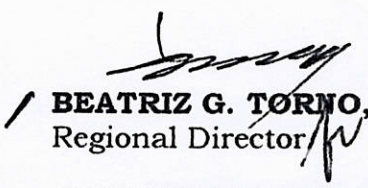


MEMORANDUM

To: **SCHOOLS DIVISION SUPERINTENDENTS**
This Region

CHIEFS OF THE FUNCTIONAL DIVISIONS
This Office



From:  **BEATRIZ G. TORNO, Ph.D., CESO IV**
Regional Director

Subject: **COMPENDIUM OF DEPED OFFICE FUNCTIONS AND JOB DESCRIPTIONS**

Date: July 20, 2018

Please find attached DepEd Memorandum from the Office of Jesus L.R. Mateo, Undersecretary for Planning and Field Operations dated January 25, 2018 re: **Compendium of DepEd Office Functions and Job Descriptions**. All Office Functions documents can be accessed at www.deped.in/DepEdOfficeFunctions.

For your information and guidance.



Republic of the Philippines
Department of Education

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Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

TO : Bureau/Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Heads of Units/Offices
All Others Concerned

FROM : 
JESUS L. R. MATEO
Undersecretary for Planning and Field Operations

SUBJECT : COMPENDIUM OF DEPED OFFICE FUNCTIONS AND JOB DESCRIPTIONS

DATE : 25 JANUARY 2018

The Bureau of Human Resource and Organizational Development, through the Organization Effectiveness Division released the compendium of Office Functions and Job Descriptions for the Department and its plantilla items. The issuance of the compendium is a product of collaborative work among the offices to serve as a reference document for office operations.

More specifically, this compilation shall serve as a guide in:

- Delineating unique office mandates, functions, and broad-stroke deliverables based on the rationalized structure (DepEd Order No. 52, s. 2015);
- Providing the ideal functions of the office which in turn feeds into the Strategic Plan of the Office. From the said strategic plan, the priorities of the office for the current year as translated into the Organization Performance and Commitment Review (OPCR) in the Results-based Performance Management System (RPMS) may be culled out.
- Accomplishing the Individual Performance Commitment and Review (IPCR) in the RPMS, using the Job Descriptions. This assures that both individual and collective efforts and deliverables contribute to realizing DepEd's strategic directions and priorities.

All Office Functions documents can be accessed at www.deped.in/DepEdOfficeFunctions

To ensure alignment and proper documentation, any future clarifications or revisions made on the functions and job descriptions concerning your office is advised to be coursed through BHROD, for inclusion and updating of the said compendium.

Please contact Ms. Catherine Castañares or Ms. Cecilia Tiamson from Organization Effectiveness Division at (+632) 633 - 5375, for inquiries or clarifications. Thank you.