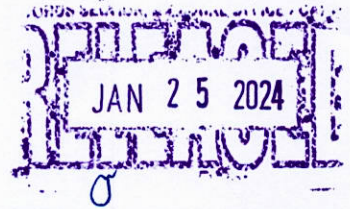




Republic of the Philippines
Department of Education
CARAGA REGION



January 25, 2024

REGIONAL MEMORANDUM
No. 0059, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

USE OF DEPED RO AND SDO OFFICE FUNCTIONS VERSION 3
AND INDIVIDUAL JOB DESCRIPTIONS VERSION 2

1. With reference to DepEd Order No. 2 S, 2015, titled, Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education paragraph 17, provides that *performance planning and commitment shall be done prior to the start of the performance cycle where the rater meets with the ratee to discuss and agree on the following:*
 - a. Office KRAs, Objectives, Performance Indicators as anchored to the overall organizational outcomes; and
 - b. Individual KRAs, Objectives and Performance Indicators as anchored to the Office KRAs and Objectives.
2. Regional Office and all School Division Offices (SDOs) shall use Office Functions Version 3, as issued through memorandum DM-HROD-2023-0617 and reiterated through Regional Memorandum No. 0500, S. 2023 which can be accessed through **bit.ly/OfficeFunctionsv3**.
3. In accomplishing the Individual Performance and Commitment Review (IPCRF) in the RPMS, RO and SDO Personnel shall use the Individual Job Description Version 2 released through Unnumbered Memorandum on Compendium of DepEd Office Functions and Job Descriptions from the Office of Undersecretary for Planning and Field Operations, Jesus L. R. Mateo. Access these documents through this link **<https://bit.ly/ROSDOJobDescription>**.
4. These documents shall serve as guide in the preparation of the Office Operational Plan, wherein the priorities of the office will be translated into Office Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance Review (IPCR).
5. Refer to the attached related issuances.

6. For information, guidance, and compliance.

MARIA INES C. ASUNCION
Director III
Office In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

FE L. ALEGADO
CAO, Finance

Encl/s.: AS STATED
Reference/s: DM-HROD-2023-0617
To be indicated in the Perpetual Index
under the following subjects:

OFFICE

PERSONNEL

PERFORMANCE

HRDD/mmv
01/25/2024



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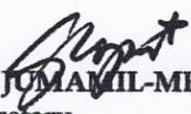
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Effectivity	02.01.23	Page	2 of 2



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 JUMANIL-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. 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, for inclusion and updating of said documents.

For your information and reference.

Thank you.

BHROD-OED/Tiamson



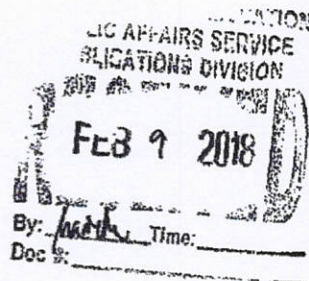
Republic of the Philippines
Department of Education

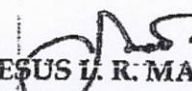
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Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

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.