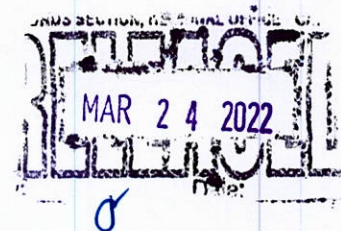




Republic of the Philippines
Department of Education
CARAGA REGION



March 24, 2022

REGIONAL MEMORANDUM
No. 0339, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB DESCRIPTIONS
OF TEACHING AND SCHOOL ADMINISTRATION POSITIONS
VIA GOOGLE FORMS

1. In reference to Memorandum DM-HROD-2022-0324 from Regional Director **Wilfredo E. Cabral**, of the Office of the Undersecretary for Human Resource and Organizational Development (BHROD), the BHROD in coordination with Philippine Normal University – Research Center for Teacher Quality (PNU-RCTQ) shall conduct an **Online Validation of the Draft Job Descriptions (JDs) of Teachers, Master Teachers, and School Principals** from **March 21 to 25, 2022**.

2. Below is the distribution of the participants from the following SDOs:

Division	Number of Participants
1. Agusan del Norte	9
2. Agusan del Sur	9
3. Bayugan City	8
4. Bislig City	8
5. Butuan City	9
6. Cabadbaran City	8
7. Dinagat Islands	8
8. Siargao	8
9. Surigao City	8
10. Surigao del Norte	8
11. Surigao del Sur	9
12. Tandag City	8
Total	100

3. All SDOs are requested to recommend Teachers, Master Teachers, and School Principals with varied backgrounds in terms of specializations, tenure, proficiency, experiences and include multi-grade, Alternative Learning System (ALS), Indigenous People Education (IPEd), Arabic Language and Islamic Values Education (ALIVE), Special Education (SpEd), and/or Special Science Teachers to ensure diversity of respondents.



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- 4. The online validation shall be administered via Google Forms and can be accessed at bit.ly/JD_OnlineValidationForm from March 21, 2022 until 11:59 PM of March 25, 2022.
- 5. Refer to the attached Memorandum for further details.
- 6. For immediate dissemination and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encl/s.: As Stated
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

JOB DESCRIPTION	SCHOOL HEADS	TEACHERS
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HRD/mmvm
03/24/2022



Republika ng Pilipinas

Department of Education

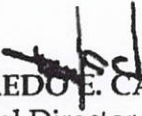
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-HROD-2022-0324

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB
DESCRIPTIONS OF TEACHING AND SCHOOL
ADMINISTRATION POSITIONS VIA GOOGLE FORMS

DATE : 16 March 2022

In its continuous effort to ensure that the organization and its manpower are responsive to challenges and opportunities focused on the delivery of quality, accessible, relevant, and liberating basic education, the Department of Education (DepEd) has initiated a review of one of the core components of its overall strategic Human Resource Management System, the Recruitment, Selection, and Placement (RSP) system. This review is in line with the Department's commitment to adopt consistency of standards and required competencies in all positions pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 14 s. 2018 otherwise known as the *Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)* which encourages agencies to set specific or higher standards and required competencies for their positions.

In this light, the Bureau of Human Resource and Organizational Development (BHROD), together with Philippine Normal University – Research Center for Teacher Quality (PNU-RCTQ), is spearheading the revision of the Qualification Standards of teaching and school administration positions. This initiative includes creation of **Job Descriptions (JDs) with Job Summaries** of the aforementioned positions. Given this activity, the BHROD-SED shall conduct an *Online Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals*. This online validation aims to collect valuable insights from the teachers

and school administrators and validate the accuracy of the draft job descriptions in relation to their actual work, duties, and role and responsibilities. The validation shall allow the BHROD to further improve the articulation of the job descriptions of these school-based positions.

The online validation shall be administered via Google Forms and can be accessed here: [bit.ly/1D OnlineValidationForm](https://bit.ly/1DOnlineValidationForm). The online validation form shall run for five (5) days starting **Monday, 21 March** until **Friday, 25 March 2022**. Responses shall only be accepted until **11:59 PM** on the last day.

In view of the foregoing, **each Regional Office (RO) shall select 100 respondents only from their respective regions to answer the online validation form** while ensuring that the above-mentioned positions are well-represented. It is recommended that ROs consider teachers, master teachers, and school principals with varied backgrounds in terms of specialization, tenure, proficiency, experiences, among others. Furthermore, ROs are also recommended to include multi-grade, Alternative Learning System (ALS), Indigenous Peoples Education (IPEd), Arabic Language and Islamic Values Education (ALIVE), Special Education (SPED), and/or Special Science teachers to ensure diversity of respondents.

For queries and concerns, kindly course through **Ms. Marian M. Efondo** of **BHROD-SED** at bhrod.sed@deped.gov.ph.

For immediate dissemination and appropriate action.

[BHROD-SED/Lazaro]