



Republic of the Philippines
Department of Education
CARAGA REGION



May 18, 2023

REGIONAL MEMORANDUM

No. 0397, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
SDO-BUTUAN CITY
SDO-DINAGAT ISLANDS
SDO- SURIGAO DEL NORTE
This Region

CONDUCT OF FOCUS GROUP DISCUSSION IN SCHOOLS DIVISION OFFICES
(SDOs) TO REVIEW THE STRUCTURE, FUNCTIONS AND PROCESSES

1. With reference to Memorandum No. DM-OUHROD-2023-0609, from USec. Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, the BHROD-OED shall conduct a focus group discussion on selected SDOs to review the existing structure, functions, and processes.
2. The following SDOs were identified for this activity:
 - a. SDO-Butuan City
 - b. SDO-Dinagat Islands
 - c. SDO-Surigao del Norte
3. The following are the participants from the identified SDOs and are requested to be available during the FGD:
 - a. SDO Top Management and/or Technical Staff:
 - i. Schools Division and/or Assistant Schools Division Superintendent/s
 - ii. Chiefs of the Curriculum Implementation Division and School Governance and Operations Division
 - iii. Section Heads of Administrative, Human Resource, Legal, and ICT
 - b. One documenter from the SDO
4. Refer to the attached Memorandum and activity matrix for the schedule of activities and logistical arrangements and for further details.
5. For queries, coordinate with **Ms. Maria Ruth R. Edradan**, EPS-HRDD, through email at maria.edradan@deped.gov.ph or through call at 09098402679.



Address: J.P. Rosales Avenue, Butuan City
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Effectivity	02.01.23	Page	1 of 2

6. For information, guidance, 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:

FUNCTION PROCESS SDO

HRD/mmv
05/18/2023



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-0609

TO : **Regional Directors**
Schools Division Superintendents
I – La Union, Pangasinan II, San Fernando City
II – Cagayan, Cauayan City, Isabela
III – Bataan, Balanga City, Bulacan
IV-A – Laguna, Quezon, Sto. Tomas City
IV-B – Oriental Mindoro, Palawan, Puerto Princesa City
V – Camarines Sur, Iriga City, Sorsogon Province
VI – Antique, Guimaras, Iloilo, Negros Occidental, Victorias City
VII – Canlaon City, Negros Oriental
VIII – Catbalogan City, Leyte, Samar
IX – Dapitan, Dipolog, Zamboanga del Norte
X – Bukidnon, Camiguin, Malaybalay City
XI – Davao City, Davao Oriental, IGACOS
XII – Koronadal City, South Cotabato, Sultan Kudarat
CAR – Kalinga, Tabuk City
CARAGA – Butuan City, Dinagat Islands, Surigao del Norte
NCR – Caloocan City, San Juan, Quezon City

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CONDUCT OF FOCUS GROUP DISCUSSIONS IN SCHOOLS DIVISION OFFICES (SDOs) TO REVIEW THE STRUCTURE, FUNCTIONS AND PROCESSES**

DATE : **05 May 2023**

Aligned with the MATATAG Agenda and feedback from the Integrity, Competence and Diligence (ICD) workshops that were conducted with leaders from regional offices and schools division offices (SDOs), the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHRD-OED) shall conduct a **focus group discussion on selected SDOs to review the existing structure, functions and processes.**

The review aims to:

- gather information on the factors affecting the performance of SDOs;
- analyze the current situation of the SDOs relevant to its size classification, structure and functions from the Rationalization Program;
- identify best practices, challenges, and gaps;

- d. baseline assessment for the National Quality Management System for SDOs; and
- e. solicit policy and program recommendations for the top management.

The FGDs shall be conducted in selected 51 SDOs based on their size classification, geographical conditions and current context. This shall be facilitated by three (3) teams, where each team is composed of two to three (2-3) personnel from the OED.

Size Classification	City	Province
Small	9	1
Medium	8	14
Large	3	13
Very Large	-	3
Total	20	31
	51	

Below is the indicative schedule for the said FGDs:

Indicative Schedule	OED Team	Region	Schools Division Office	Classification
May 9–16, 2023	B	IV-A	1. Rizal	Large-Province
		NCR	2. Quezon City	Large-City
			3. San Juan	MeMedi
	C	III	4. Bulacan	Large-Province
			5. Balanga City	Small-City
TBA	C	III	6. Bataan	Medium-Province
TBA			7. Laguna	Large-Province
May 15- 17	A	IV-A	8. Quezon	Very Large-Province
			9. Sto. Tomas City	Medium-City
			May 16–22, 2023	B
11. Cauayan City	Small-City			
12. Isabela	Large-Province			
C	CAR	13. Kalinga		Medium-Province
		14. Tabuk City		Medium-City
		15. Camarines Sur		Very Large-Province
		16. Iriga City		Small-City
May 25– June 2, 2023	B	I	17. Sorsogon	Medium-Province
			18. La Union	Medium-Province
			19. Pangasinan II	Large-Province
	A	VI	20. San Fernando City	Small-City
			21. Negros Occidental	Large-Province
		VII	22. Victorias City	Small-City
			23. Canlaon City	Small-City
	C	IX	24. Negros Oriental	Large-Province
			25. Dapitan City	Small-City
			26. Dipolog City	Medium-City
June 5–9, 2023	A	VI	27. Zamboanga del Norte	Large-Province
			28. Antique	Medium-Province
			29. Iloilo	Very Large- Province
	B	VIII	30. Guimaras	Medium-Province
			31. Catbalogan City	Medium-City
			32. Leyte	Large-Province

	C	X	33. Samar	Medium-Province
			34. Bukidnon	Large-Province
			35. Camiguin	Small-Province
			36. Malaybalay City	Medium-City
June 13-16, 2023	A	IV-B	37. Oriental Mindoro	Medium-Province
			38. Palawan	Large-Province
			39. Puerto Princesa	Medium-City
	C	XI	40. Davao City	Large-City
			41. Davao Oriental	Medium-Province
			42. Island Garden City of Samal (IGACOS)	Small-City
	B	XII	43. Koronadal City	Medium-City
			44. South Cotabato	Medium-Province
			45. Sultan Kudarat	Medium-Province
TBA	A	CARAGA	46. Butuan City	Medium-City
			47. Dinagat Islands	Medium-Province
			48. Surigao del Norte	Medium-Province
FGD already conducted		VII	49. Bohol	Large-Province
		CAR	50. Benguet	Medium-Province
		NCR	51. Caloocan	Large - City

Target Participants:

1. SDO Top Management and/or Technical Staff:
 - a. Schools Division Superintendent and/or Assistant Schools Division Superintendent/s
 - b. Chiefs of the Curriculum Implementation Division and School Governance and Operations Division
 - c. Section Heads of Administrative, Human Resource, Finance, Legal, & ICT
2. One documenter from the SDO

Time Allotment per SDO	Activity
15-30 minutes	Introduction
2 - 3 hours	FGD Proper
15-30 minutes	SDO physical visit

We would like to seek your assistance to ensure the availability of the identified SDO personnel during the FGDs, providing logistical assistance for inter-SDO transfer and accommodation, if necessary.

The assigned team shall coordinate with your SDO for the arrangements. For more information, please email bhrod.oed@deped.gov.ph, call (02) 8633-5375, or coordinate directly with the OED Team assigned per region for the suggested schedule of FGD per SDO:

	Team	Email Address	Contact Number
A	Mr. Joel Mendoza Ms. Michelle Anne Raquino	michelle.raquino@deped.gov.ph	09368601317
B	Ms. Diane-Joyce Perez Ms. Dorothy Aileen Lipit	dorothy.lipit@deped.gov.ph	09653174489
C	Ms. Maricarl Fabian Ms. Asmen Halog	maricarl.botin@deped.gov.ph asmen.halog@deped.gov.ph	09602596433

Thank you.

WEEK: MAY 23-26, 2023

RO	SDO	DATE	Origin	DATE AND TIME		MODE OF TRANSPORTATION		
				DEPARTUR E	ARRIVAL	LAND	PLANE	FERRY
CARAGA	Surigao del Norte	May 23, 2023	Residence to NALA Terminal NALA Terminal to Butuan Airport Butuan Airport to Surigao City, DepEd Surigao del Norte	Day 1				
				3:00 AM	4:00 AM			
				6:45 AM	8:25 AM			
				8:30 AM	10:30 AM	DepEd Vehicle (c/o SDO Surigao del Norte)		
				1:00 PM	5:00 PM			
				 Stay at Surigao del Norte				
Dinagat Islands	Dinagat Islands	May 24, 2023	DepEd Surigao del Norte to Boulevard Surigao Ferry Station Boulevard Surigao Ferry Station to San Jose Port Dinagat Island San Jose Port Dinagat Island to DepEd Dinagat Island Activity Proper: based on the program will start at 8:00 AM	Day 2				
				8:30 AM	10:30 AM	DepEd Vehicle (c/o SDO Surigao del Norte)		
				11:30 AM	12:30 PM			M/V Viel's Liner - ½ Fastcraft
				12:30 PM	12:40 PM	DepEd Vehicle (c/o SDO Dinagat Island)		
				1:00 PM	5:00 PM			
				 Stay at Dinagat Island				

Butuan	May 25, 2023	----- Stay at <u>Mungat Island</u> -----				
		Day 3				
		DepEd Dinagat Island to San Jose Port <u>Dinagat</u> Island	8:30 AM	9:00 AM	DepEd Vehicle (c/o SDO <u>Dinagat Island</u>)	
		San Jose Port <u>Dinagat</u> Island to Boulevard Surigao Ferry Station	9:30 AM	10:30 AM		M/V News MPC Island Navigator IV - <u>Fastcraft</u>
		Boulevard Surigao Ferry Station to DepEd Butuan	10:30 AM	12:30 PM	DepEd Vehicle (c/o SDO Butuan)	
	May 26, 2023	Activity Proper: tentative start 10:00 AM	1:30 PM	5:30 PM		
		----- Stay at Butuan -----				
		Day 4				
		DepEd Butuan to Butuan Airport	2:00 PM	2:10 PM	DepEd Vehicle (c/o SDO Butuan)	
		Butuan <u>Ai</u> rp ort to NALA	16:15 PM	17:55 PM		
NALA to residence	6:00 PM	7:00 PM	Taxi			