



Republic of the Philippines
Department of Education
CARAGA REGION



June 8, 2023

REGIONAL MEMORANDUM

No. 0500, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
This Region

DEPED RO AND SDO FUNCTIONS VERSION 3

1. In reference to Memorandum DM-HROD-2023-0617, issued by the Office of the Undersecretary for Human Resource and Organizational Development (BHROD), **USec. Gloria Jumamil-Mercado**, the DepEd RO and SDO Functions Version 3 is released and can be accessed through the link **bit.ly/OfficeFunctionsV3**.
2. To reiterate, *the DepEd RO and SDO Functions Version 3 documents shall 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 (OPCRF) and in accomplishing the Individual Performance and Commitment Review Form (IPCRF).*
3. Attached hereto is the mentioned memorandum for reference.
4. For information and compliance.

MARIA INES C. ASUNCION

Director III
Officer In-Charge
Office of the Regional Office

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES

CAO, ADMINISTRATIVE SERVICES DIVISION

Encl/s.: AS STATED

Reference/s: DM-HROD-2023-0617, D.O. No. 2, S. 2015

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

FUNCTION

KRA

OFFICE

HRDD/mmv
06/08/2023



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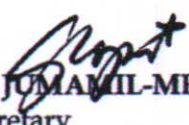
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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2023- 0617

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  GLORIA J. MANIL-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