



Republic of the Philippines
Department of Education
CARAGA REGION



June 10, 2024

REGIONAL MEMORANDUM

No. 0569, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
SDO Agusan del Norte, SDO Butuan City, and
SDO Surigao del Norte
This Region

CONSULTATION WORKSHOPS ON THE SCHOOL ORGANIZATIONAL STRUCTURE
AND STAFFING STANDARDS (SOSSS) AMONG SCHOOL-BASED PERSONNEL

- Attached is MEMORANDUM DM-OUHROD-2024-1114 titled Consultation Workshops on the School Organizational Structure and Staffing Standings (SOSSS) among School-Based Personnel from Wilfredo E. Cabral, Regional Director, Officer In-charge, Office of the Undersecretary, Human Resource and Organizational Development dated June 7, 2024, for your reference.
- Schools Division Superintendents of the mentioned SDOs are enjoined to facilitate the participation of the following pre-identified school heads:

Division	School	School Head
Batch 1: June 24-26, 2024		
Agusan del Norte	F.S. Omayana ES	Joel M. Antigua
Butuan City	Bancasi IS	Marivic M. Cuizon
Batch 2: June 26-28, 2024		
Surigao del Norte	Alegria Stand Alone SHS	Lorna F. Diaz

- For other details, please refer to the attached memorandum.
- For guidance and appropriate action.

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

Encl/s.: AS STATED
Reference/s: AS STATED
To be indicated in the Perpetual Index
under the following subjects:

CONSULTATION WORKSHOP ORGANIZATIONAL STRUCTURE PERSONNEL

FTAD/apm
06/10/2024



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1



Certificate No.: PHP QMS
24 93 0191



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1114

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for
Human Resource and Organizational Development

SUBJECT : **CONSULTATION WORKSHOPS ON THE SCHOOL**
ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS
(SOSSS) AMONG SCHOOL BASED-PERSONNEL

DATE : 07 June 2024

The Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is spearheading a series of consultation activities integral to the development of School Organizational Structure and Staffing Standards (SOSSS). The output of this activity shall serve as empirical data in enhancing appropriateness and feasibility of the initially developed SOSSS prototypes.

In this regard, we would like to invite select School Heads from various Schools Division Office (SDO) as participants in the abovementioned series of consultation activities **to be held on June 24-28, 2024 at DepEd Ecotech Center, Cebu City.**

For the complete details of the activity, the following are attached for reference:

- **Annex A** - Administrative Arrangements
- **Annex B** - List of Participants
- **Annex C** - Indicative Program of Activities

For clarifications and concerns, you may coordinate with **Mr. Christopher Devera or Ms. Janey Rhose Diaz of BHROD-SED** through email at bhrod.sed@deped.gov.ph or call (02) 8633-5397.

For your immediate action.

Annex A – Administrative Arrangements

1. All participants are requested to fill-out the information sheet on or before **June 13, 2024**, accessible in this link: https://bit.ly/SOSSS_Workshop
2. Travel Expenses of the participants such as Airfare and/or Ferry shall be charged to **AC-24-BHROD-SED-GASS-017**; while local transportation and per diem shall be charged to local funds. All these shall be subjected to the usual accounting and auditing rules and regulations.
3. For board and lodging and meal arrangement, kindly refer to the table below:

	Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Batch 1	June 24, 2024 (Day 0) <i>Travel Time to Venue</i>	✓	x	x	x	✓	✓
	June 25, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
	June 26, 2024 <i>(Travel time to station)</i>	x	✓	✓	✓	x	x

	Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Batch 2	June 26, 2024 (Day 0) <i>Travel Time to Venue</i>	✓	x	x	x	✓	✓
	June 27, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
	June 28, 2024 <i>Travel time to station</i>	x	✓	✓	✓	x	x

4. Check-in shall begin at 2:00 pm and Check-out by 12:00 noon.
5. No extension or early accommodation shall be allowed other than the provided schedule.
6. BHROD-SED will coordinate with the select participants on their respective flight details prior to the conduct of this activity.

Annex B – List of Participants

Batch 1 – June 24-26, 2024					
No.	Region	Division	School ID	School Name	Name of School Head
1.	NCR	Taguig City and Pateros	500340	Kapitan Eddie T. Reyes Integrated School	GINA R. POBLETE PH.D.
2.	NCR	Makati City	340554	Nemesio I. Yabut Senior High School	LAWRENCE JAY S. SEDILLA
3.	I	San Fernando City	500530	Nagyubuyuban Integrated School	MARK FRANCIS E. MUNAR
4.	I	La Union	300123	Northern Naguilian National High School	JINKEE U. ROLDAN, EdD
5.	I	Ilocos Sur	100469	Cervantes Central School	
6.	III	Tarlac	502347	San Juan Integrated School	ERIC R. LACHICA, PhD
7.	IV-A	Laguna	305632	San Benito National High School	LUCYL R. AGRA
8.	V	Camarines Sur	309773	Computer Science High School of Bicolandia	LILIBETH B. ROMAN
9.	VI	Roxas City	501335	President Manuel Roxas Memorial Integrated School South	IRENE L. BILLONES
10.	VI	Iloilo	501477	Libertad Integrated School	LILIBETH B. ESPINOSA
11.	VI	Victorias City	302695	Victorias National High School	SUZETTE S. BELANDRES, PhD
12.	VII	Cebu	500661	Cansaloay Integrated School	ANECITA R. CASTUCIANO
13.	VII	Cebu City	312515	Quiot High School	JESUSIMA B. JUMALON
14.	VII	Cebu	306066	Antonio O. Singco Senior High School	VIRGINIA R. GERZON
15.	VIII	Leyte	121556	Tugbong Central School	NUEVA L. MANTUA
16.	VIII	Baybay City	344593	Baybay City Senior High School	SARAH B. MACAWILI
17.	IX	Zamboanga City	126097	Ayala CS	LORENA Q. BEJERANO
18.	X	Misamis Oriental	341234	Lagonglong SHS	LIEZEL P. CAJES
19.	XI	Island Garden City of Samal	304227	Don Esteban Dasalla National High School	SHERNEL A. IBOT
20.	XI	Davao City	304393	Sta. Ana National High School	WELITO I. ROSAL
21.	XII	General Santos City	304638	Buayan National High School	SITE AISHA S. TANOG
22.	XII	North Cotabato	129966	Makatactac Elementary School	ARNEL F. BADONG
23.	CARAGA	Agusan del Norte	500313	F.S. Omayana Elementary School	JOEL M. ANTIGUA
24.	CARAGA	Butuan City	501572	Bancasi Integrated School	MARIVIC M. CUIZON, PhD

Annex B – List of Participants

Batch 2 – June 26-28, 2024					
No.	Region	Division	School ID	School Name	Name of School Head
1.	CAR	Benguet	501810	Tacadang Integrated School	VELASCO T. METWA
2.	NCR	Las Piñas City	340550	Las Piñas City National Senior High School - CAA Campus	PACITA F. MASAPOL
3.	I	Pangasinan I, Lingayen	300168	Bayambang NHS	VIRGIL R. GOMEZ
4.	II	Cagayan	502077	Tabang Integrated School	NORBERTO C. DANNUG
5.	III	Bulacan	104730	Borol 2 nd Elementary School	MA. EVELINA C. SAMANIEGO
6.	IV-A	Rizal	342569	Taytay Senior High School	TERESITA A. CRUZ, PhD.
7.	IV-B	Palawan	502210	Narra Integrated School	BENJAMIN J. LAMITAR JR.
8.	V	Camarines Sur	112621	Goa Central School	PALMETTO P. VALENCIA
9.	V	Naga City	305875	Sta. Cruz National High School	LORENA D. GONZALES
10.	VI	Negros Occidental	502113	Bunga Integrated School	MA. LUISA N. MALLORCA
11.	VI	Negros Occidental	302603	Calatrava NHS	CHLOE L. JUANGA
12.	VII	Cebu	501351	Cuanos Integrated School	MARITES A. PADAYAO
13.	VII	Bohol	302836	Clarín National School of Fisheries	REYNALDO Q. GIONSON
14.	VII	Bohol	118797	Tubigon West Central ES	ISIDRO A. FRONTERAS
15.	VII	Cebu	305595	Lusong National High School	HARLEY TULING
16.	VII	Carcar City	343971	Tuyom Senior High School	MYRAH LOU U. REDOBLADO
17.	VIII	Northern Samar	500236	Cawayan Integrated School	PACIONA B. DOLORZO
18.	IX	Zamboanga del Norte	502208	Labason Integrated School	CHERRY C. AMPLAYO
19.	X	Ozamis City	128165	Bacolod Elementary School	EFREN A. OLIVEROS
20.	XI	Davao Oriental	304309	Cateel National Agricultural High School	PORTIA A. BURGOS
21.	XII	South Cotabato	304551	Ned National High School	REY P. PLAGA
22.	XII	South Cotabato	304651	Ligaya High School	TEOFILO M. PALMA
23.	XII	North Cotabato	305582	Ladtingan National High School	NESTOR A. CATULONG
24.	CARAGA	Surigao del Norte	340416	Alegria Stand Alone Senior High School	LORNA F. DIAZ

**Annex C – Indicative Program of Activities
[BATCH 1] June 24-26, 2024**

Date	Start Time	End Time	Session Topic/Activity
June 24, 2024	DAY 0		
	Travel time to venue		
June 25, 2024	DAY 1		
	7:30 AM	8:00 AM	• Registration
	8:05 AM	8:15 AM	• National Anthem • Prayer
	8:15 AM	8:20 AM	• Welcome Remarks
	8:20 AM	8:30 AM	• Recognition of Participants Expectation Setting
	8:30 AM	8:45 AM	• House Rules • Overview of the Workshop Program
	8:45 AM	9:05 AM	• Background on the School Structure and Staffing Standards
	9:05 AM	9:35 AM	• Activity Session 1 [Presentation] School Tasks, Programs and Services
	9:35 AM	10:05 AM	• Activity Session 2 Time allotment for school tasks, programs & processes
	10:05 AM	10:20 AM	• Health Break
	10:20 AM	12:00 NN	• Activity Session 2 [Cot.] • Time allotment for school tasks, programs & processes
	12:00 NN	1:15 PM	• Lunch Break
	1:15 PM	3:00 PM	• Activity Session 2 [Cot.] • Time allotment for school tasks, programs & processes
	3:00 PM	3:15 PM	• Health break
	3:15 PM	4:30 PM	• Activity Session 2 [Cot.] Time allotment for school tasks, programs & processes
June 26, 2024	DAY 2 – Morning		
	8:00 AM	8:05 AM	• Prayer
	8:05 AM	9:30 AM	• Activity Session 4 Focus Group Discussion
	9:30 AM	10:00 AM	• Presentation of Proposed school functional areas and Staffing Complement
	10:00 AM	10:15 AM	• Health break
	10:15 AM	10:40 AM	• Open Discussion
	10:40 AM	11:10 AM	• Synthesis
	11:10 AM	11:15 AM	• Closing Activity

Annex C – Indicative Program of Activities
[BATCH 2] June 26 – 28, 2024

Date	Start Time	End Time	Session Topic/Activity
June 26, 2024	DAY 0		
	Travel time to venue		
June 27, 2024	DAY 1		
	7:30 AM	8:00 AM	• Registration
	8:05 AM	8:15 AM	• National Anthem • Prayer
	8:15 AM	8:20 AM	• Welcome Remarks
	8:20 AM	8:30 AM	• Recognition of Participants Expectation Setting
	8:30 AM	8:45 AM	• House Rules • Overview of the Workshop Program
	8:45 AM	9:05 AM	• Background on the School Structure and Staffing Standards
	9:05 AM	9:35 AM	• Activity Session 1 [Presentation] School Tasks, Programs and Services
	9:35 AM	10:05 AM	• Activity Session 2 Review of Current School Processes and Time-on-task
	10:05 AM	10:20 AM	• Health Break
	10:20 AM	12:00 NN	• Activity Session 2 [Cot.] • Review of Current School Processes and Time-on-task
	12:00 NN	1:15 PM	• Lunch Break
	1:15 PM	3:00 PM	• Activity Session 2 • Review of Current School Processes and Time-on-task
	3:00 PM	3:15 PM	• Health break
	3:15 PM	4:30 PM	• Activity Session 2 Review of Current School Processes and Time-on-task
June 28, 2024	DAY 2 – Morning		
	8:00 AM	8:05 AM	• Prayer
	8:05 AM	9:30 AM	• Activity Session 4 Focus Group Discussion
	9:30 AM	10:00 AM	• Presentation of Proposed school functional areas and Staffing Complement
	10:00 AM	10:15 AM	• Health break
	10:15 AM	10:40 AM	• Open Discussion
	10:40 AM	11:10 AM	• Synthesis
	11:10 AM	11:15 AM	• Closing Activity
	11:15 AM	Onwards	• Lunch Break • Departure (<i>Travel Time to Respective Station</i>)