



Republic of the Philippines
Department of Education
CARAGA REGION

April 13, 2021

REGIONAL MEMORANDUM
No. 218, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS

**CONDUCT OF ADDITIONAL ACTIVITIES ON THE COMPETENCY
DEVELOPMENT FOR THE DEPED NON-TEACHING POSITIONS**

1. This has reference to the Memorandum DM-PHRODDFP-2020-00194 dated 11 June 2020 on the creation of Technical Working Groups (TWGs) for the development of the DepEd Competency Standards for Non-teaching Positions.
2. The Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) conducted various activities with the TWGs to gather pertinent information from non-teaching personnel of the six (6) identified priority DepEd Occupational Service Groups (OSGs), namely: Planning; Finance; Education, Library, & Archival; Legal and Judicial, Medicine and Health; and General Administrative, about their duties and responsibilities from which the necessary knowledge, skills, attitudes, and key behaviors (KSABs) were derived.
3. The Bureau observed low participation and submission rate from the TWG members of all 6 OSGs which significantly affected the completeness and quality of the standards and competency profiles for the said groups.
4. In line with this, online activities via MS Teams shall be conducted to accomplish the said tasks. Online groups/teams will be created, and the needed resources materials shall also be provided for this purpose. All identified TWG members are requested to pre-register by accomplishing this online form: <https://bit.ly/3w0lRvi> on or before 15 April 2021. The participants to these activities are as follow:

Name	Designation	Station
1. Bernard C. Abellana	Education Program Supervisor	Regional Office
2. Dr. Caroline L. Guerta	Education Program Supervisor	Regional Office
3. Paul P. Ajos	Planning Officer III	SDO – Surigao City
4. Ma. Jenita B. Guimary	Cashier III	Regional Office
5. Christine I. Ybanez	Cashier II	SDO – Agusan Norte
6. Marcelino T. Ahon Jr	ICT Head	Regional Office
7. Christopher John T. Mortal	ICT	SDO - Butuan



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph



2021-04-4366

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

5. Please refer to Annexes 1 and 2 of the attached Memorandum for strand distribution, schedule of activities, and the Platform and Meeting Link.
6. Communication expenses relative to activities for this undertaking shall be charged against the OPDNTP Fund, subject to the usual accounting and auditing rules and regulations. For inquiries and clarifications, please contact Ms. Erika E. Daza at erika.daza@deped.gov.ph or (02) 8470-6630.
7. Immediate dissemination and appropriate action of this memorandum is desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Encls.: As stated
Reference: DM-PHROD-2021-0257
To be indicated in the Perpetual Index
under the following subjects:

COMPETENCY STANDARDS

NON-TEACHING

TRAINING

HRD/ea/c
04/13/2021