



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

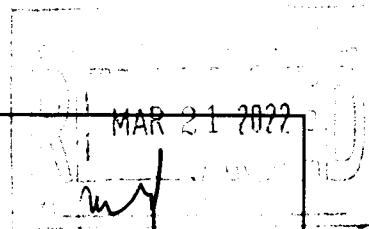
SUBJECT : CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB  
DESCRIPTIONS OF TEACHING AND SCHOOL  
ADMINISTRATION POSITIONS VIA GOOGLE FORMS


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

Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone No.: (02) 8633-7206 | Telefax No.: (02) 8631-8494  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph



  
Republic of the Philippines  
Department of Education  
Cordillera Administrative Region

March 17, 2022

To: **Schools Division Superintendents**  
**All Schools Division Office**

For information and identification of participants (12 pax per Division) to the Online Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals.

For the Regional Director:

  
**FLORANTE E. VERGARA**  
Director III/Assistant Regional Director

ADMIN/MAB/EAA/mbp



Address: Wangal, La Trinidad, Benguet, 2601  
Telephone No.: (074) 422 - 1318 | Fax No.: (074) 422-4074  
Website: www.depedcar.ph | Email: car@deped.gov.ph

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*"Holistic Opportunities for all to be Performing and Excellent Cordilleran Learners"*

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/ID OnlineValidationForm](https://bit.ly/IDOnlineValidationForm). 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. Efono of BHROD-SED at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For immediate dissemination and appropriate action.

[BHROD-SED/Lazaro]