



Republic of the Philippines  
**Department of Education**

**BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

OFFICE OF THE DIRECTOR

**ADVISORY**

29 June 2021

With reference to the Office Memorandum DM-PHROD-2021-0396 dated 19 May 2021 pertaining to the conduct of DepEd System of Ranking Positions (SRP) Consolidation Workshop on 07 to 09 July 2021 for Luzon I Cluster (RO I, II, III, and CAR), **please be informed of the following details:**


|                                |   |
|--------------------------------|---|
| 1. Consolidation Workshop Link | <b>Platform: Microsoft Teams</b><br><a href="https://tinyurl.com/SRPLuzonI">https://tinyurl.com/SRPLuzonI</a><br><br><i>*Please be advised that the participants shall have their Microsoft Office 365 account and MS Team application to join the meeting.</i> |
| 2. Program Outline             | Please see Annex A  |

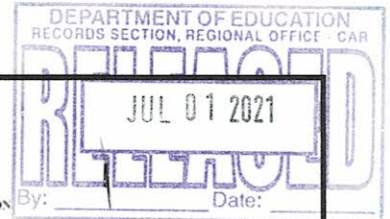
All representatives from each governance level are reminded to perform the following prework activities:

1. Read and review the CSC Guidelines in the Preparation of a System of Ranking Positions (Annex A of DM-PHROD-2021-0396) and Index of Occupational Services, Occupational Groups, Classes and Salary Grades (IOS) CY 2018 Edition; and
2. Prepare the following plantilla-related documents:
  - a. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) as of **30 April 2021** of your assigned office and implementing units under the SDO, if any and cull out the permanent 1st and 2nd level positions only. *Note: SDOs are encouraged to include the Implementing Units (IUs) in the updating of PSIPOP to include them in the plotting of positions in the SRP Consolidation Workshop proper.*
  - b. List of Authorized Positions under your respective office and implementing units.


All offices who have yet to submit their list of participants are requested to send their **names, position titles, and respective office/division/unit** to [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) on or before **July 2, 2021**.

For your information and guidance.

  
**Atty. ANNE RACHEL C. MIGUEL**  
 Director IV, BHROD



*BHROD-HRDD/abesperanza*  
 Rm. 409, Mabini Building, DepEd Complex  
 Telephone Nos.: (02) 8633-5344 / (02) 8633-5345


  
 Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION

July 1, 2021

**To : Schools Division Superintendents  
 All Concerned**

**For information and guidance.**

**FOR THE REGIONAL DIRECTOR:**

  
**EDGARDO T. ALOS**  
 Chief Administrative Officer

Admin ETA/FAA/jenny

*Bureau of Human Resource and Organizational Development – Human Resource Development Division*  
**DepEd System of Ranking Positions (SRP) Consolidation Workshop**

**PROGRAM OUTLINE**

The three-day consolidation workshop will focus on the following objectives:

1. orientation of HRMOs and HRD Officers in the development of the Agency SRP;
2. revisiting the CO, RO, and SDO organizational structure and staffing pattern for 1<sup>st</sup> and 2<sup>nd</sup> level positions; and
3. finalization of an Agency SRP for submission to the CSC and its field offices.

| ACTIVITY   | FOCALS   | SCHEDULE  |
|--|--|---|
| <b>DAY 1</b>   |  |   |
| Registration of Participants*  | Workshop Participants                            | 8:00 AM to 9:00 AM<br><br><i>*The registration will be done online at 8:00 AM of Day 1 through a separate Google Form link. Program will officially start at 9:00 AM.</i> |
| Opening Program  | BHROD-HRDD Facilitators                          | 9:00 AM to 10:00 AM   |
| Revisiting DepEd Staffing Pattern  | BHROD-OED Representative                         | 10:00 AM to 11:00 AM  |
| Orientation on the Procedures in Ranking Positions/SRP Template Instructions | BHROD-HRDD Facilitator                           | 11:00 AM to 12:00 PM  |
| SRP Workshop Proper  | Workshop Participants                            | 1:00 PM to 5:00 PM  |
| <b>DAY 2</b>   |  |   |
| SRP Workshop Proper  | Workshop Participants                            | 9:00 AM to 12:00 PM   |
| Process Check and Provision of Technical Assistance (Plenary)                | BHROD-HRDD Facilitators<br>Workshop Participants | 1:30 PM to 5:00 PM  |
| <b>DAY 3</b>   |  |   |
| SRP Workshop Proper  | Workshop Participants                            | 9:00 AM to 11:00 PM;  |
| Process Check and Provision of Technical Assistance (Plenary)                | BHROD-HRDD Facilitators<br>Workshop Participants |   |
| Closing Program  |  | 11:00 AM to 12:00 PM  |
| Submission and Collection of Outputs   | BHROD-HRDD Facilitators                          | 5:00 PM   |