



APR 05 2022

Republika ng Pilipinas

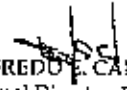
Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-0483

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 AN ONLINE FOCUS GROUP DISCUSSION
(FGD) FOR THE VALIDATION OF THE DRAFT JOB
DESCRIPTIONS OF TEACHING AND SCHOOL
ADMINISTRATION POSITIONS

DATE : 28 March 2022

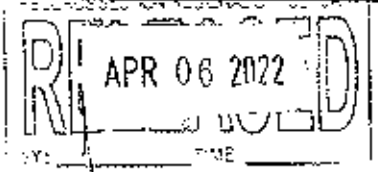
In its continuous effort to ensure that the organization and its manpower are responsive to challenges and opportunities focused on the delivery of quality, accessible, relevant, and liberating basic education, the Department of Education (DepEd) has initiated a review of one of the core components of 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 above-mentioned positions. Given this activity, the BHROD-SED shall conduct an *Online Focus Group Discussion (FGD) for the Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals*. The online FGD aims to collect valuable insights from the teachers and school administrators and validate the accuracy of the draft job descriptions in relation to their actual work, duties, and role and

DEPARTMENT OF EDUCATION



Republic of the Philippines

Department of Education
CORDILLERA ADMINISTRATIVE REGION

April 5, 2022

To: **Assistant Regional Director
Schools Division Superintendents (Baguio City, Tabuk City, Kalinga & Apayao)
All Others Concerned**

For information, dissemination, and compliance.


ESTELA P. LEON-CARIÑO EDD, CESO III
Director IV / Regional Director

MAB/esp/art

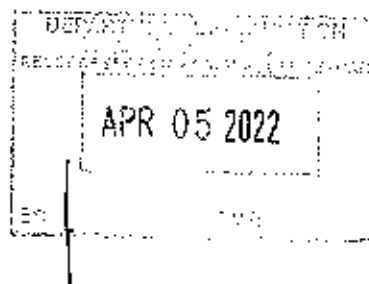


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responsibilities. The validation shall allow the BHROD to further improve the articulation of the job descriptions of these school-based positions.

The Online FGD shall be conducted in four (4) sessions on April 6 - 8, 2022 via MS Teams. In addition, the participants shall be divided according to their job group. Each group shall have a dedicated FGD session to discuss amongst themselves the draft job descriptions for their respective job title. The schedule and meeting link assigned to each group are stipulated in Table 1 below:

Table 1. Schedule of the Online FGD for the Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals

FGD Session	Participants (Job Group)	Date and Time	Meeting Link (MS Teams)
1	Teachers I - III	April 6 Wednesday 1:00 PM - 5:00PM	bit.ly/JD_FGD0422-S1
2	Teachers of ALS, ALIVE, IPed, SPED, Special Science, and multi-grade	April 7, Thursday 8:00 AM - 12:00PM	bit.ly/JD_FGD0422-S2
3	Master Teachers I - IV	April 7, Thursday 1:00 PM - 5:00PM	bit.ly/JD_FGD0422-S3
4	School Principals I - IV	April 8, Friday 8:00 AM - 12:00PM	bit.ly/JD_FGD0422-S4

The participants of the online FGD shall confirm their attendance on or before April 4, 2022, Monday through bit.ly/JD_FGD0422-Confirmation. The Teachers, Master Teachers, and School Principals who confirm their attendance shall be provided with an Info Pack, which includes the general program flow and a copy of the draft job description of their respective positions, via email.

Kindly refer to Annex A for the Indicative Program of Activities of the Online Focus Group Discussion (FGD) for the Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals. Refer to Annex B for the Lists of Participants of the Online Focus Group Discussion (FGD) for the Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals.

For queries and concerns, kindly course through Ms. Marian M. Efondo of BHROD-SED at bhrod.sed@deped.gov.ph.

For dissemination and appropriate action.

[BHROD-SED/Lazaro]

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For dissemination and appropriate action.

{BHROD-SED/Lazaro}

**LISTS OF PARTICIPANTS OF THE ONLINE FOCUS GROUP DISCUSSION (FGD)
FOR THE VALIDATION OF THE DRAFT JOB DESCRIPTIONS OF
TEACHERS, MASTER TEACHERS, AND SCHOOL PRINCIPALS**

FGD SESSION 1 - TEACHERS I - III		
April 6, 2022; Wednesday, 1:00 PM - 5:00 PM		
PARTICIPANT'S NAME AND SCHOOL	REGION	SDO
1. Brina B. Tabios <i>Patac Elementary School</i>	I	Ilocos Sur
2. Nemia S. Lane <i>Sta. Maria Elementary School</i>	IV-A	San Pablo City
3. Kiel Llaguno <i>Pili National High School</i>	V	Camarines Sur
4. Marlon Mayores <i>Antipolo National High School</i>	V	Camarines Sur
5. Maeshell S. Agot <i>Dampas Elementary School</i>	VII	Bohol
6. Ivy Joyce Q. Alemios <i>Abuno Elementary School</i>	VII	Cebu
7. John Chris M. Fabi <i>Cutay Elementary School</i>	VIII	Leyte
8. Sagera G. Pigan <i>Cabaywa Elementary School</i>	XI	Davao del Norte
9. Analou G. Baldonado <i>Dujali Central ES</i>	XI	Davao del Norte
10. Jovelyn L. Balagot <i>Engkong Elementary School</i>	XII	Koronadal City

FGD SESSION 2 - TEACHERS I - III
ALS, ALIVE, IPed, SPED, Special Science, and multi-grade

April 7, 2022; Thursday, 8:00 AM - 12:00 PM

PARTICIPANT'S NAME AND SCHOOL	REGION	SDO
1. Hamdanie A. Pangandag <i>Cantilan East Central Elementary School</i>	XIII	Surigao del Sur
2. Mariniel P. Porcare <i>San Jose Elementary School</i>	XIII	Agusan del Sur
3. Ralph L. Quinto <i>Plaridel Elementary School</i>	III	Bulacan
4. Lhinever T. Gilhang <i>Primitivo T. Torrectiva National High School</i>	VIII	Western Samar
5. Jenny Isanan <i>Arawane Elementary School</i>	VIII	Western Samar
6. Cyrill S. Tormis <i>CLC, San Jose, Aurora East</i>	IX	Zamboanga del Sur
7. Aiza Zulueta <i>Pao Elementary School - San Pablo</i>	IX	Zamboanga del Sur
8. Junainah C. Alam <i>Panduma Sr. Elementary School</i>	IX	Zamboanga del Sur
9. Jackie Lou Basilio <i>Irisan Elementary School</i>	CAR	Baguio City
10. Rey B. Abannag <i>Cataw Primary School</i>	CAR	Tabuk City
11. Charlene R. Alas <i>Concepcion Elementary School - Tagnaya Annex</i>	IV-B	Puerto Prinsesa City
12. Alexis Albo <i>MIMAROPA Regional Science High School</i>	IV-B	Oriental Mindoro

FGD SESSION 3 - MASTER TEACHERS I - IV

April 7, 2022; Thursday, 1:00 PM - 5:00 PM

PARTICIPANT'S NAME AND SCHOOL	REGION	SDO
1. Ronilo Cadigal <i>Ramon Torres National High School</i>	VI	Bago City
2. Chona Colonia <i>Quezon National High School</i>	X	Bukidnon
3. Cely C. Bultusan <i>San Juan Elementary School</i>	II	Isabela
4. Mary Gail L. Uleo <i>Balbalan Agro-Industrial High School</i>	CAR	Kalinga
5. Erleech C. Daligcon <i>Santa Marcela West Central Elementary School</i>	CAR	Apayao
6. Lilian S. Tandoc <i>Lucao Elementary School</i>	I	Dagupan City
7. Rizaldy P. Pepito <i>Bayawan National High School</i>	VII	Bayawan City
8. Catherine M. Abiero <i>Baluan Elementary School</i>	XII	General Santos City
9. Eleanor Medallon Malimata <i>Marinduque National High School</i>	IV-B	Marinduque
10. Mary Rose D. Dilay <i>Baco National High School</i>	IV-B	Oriental Mindoro

FGD SESSION 4 – SCHOOL PRINCIPALS I - IV

April 8, 2022; Friday, 8:00 PM – 12:00 PM

PARTICIPANT'S NAME AND SCHOOL	REGION	SDO
1. Edna Banaga <i>San Francisco National High School</i>	NCR	Quezon City
2. Rosalinda T Lonzaga <i>Kidapawan City National High School</i>	XII	Kidapawan City
3. Divina T. Vardiza <i>Salawagan Central School</i>	X	Bukidnon
4. Gilbert O. Inocencio <i>Rizal High School</i>	NCR	Pasig City
5. Chona M. Prietos <i>Toboso Central School</i>	VI	Negros Occidental
6. Karheena Adriano <i>Tagpos Elementary School</i>	IV-A	Rizal
7. Marivic Vivo <i>Marcelo H. Del Pilar National High School</i>	III	Malolos City
8. Cristopher B. Gonzales <i>Sawata Ermandcor - Central Elementary School</i>	XI	Davao del Norte
9. Noel C. Barsugon <i>Malmis Mangyan School</i>	IV-B	Oriental Mindoro
10. Alberto L. Tibod Jr. <i>Cabawan Elementary School</i>	VII	Tagbilaran City