



Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-PHROD-2021-0432



TO : USEC. REVSEE A. ESCOBEDO  
ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM :  JESUS L.R. MATEO  
*Undersecretary for Planning, and Human Resource and Organizational Development*

SUBJECT : Organizational Review Updates and Directives for FY 2021

DATE : 31 May 2021

The Department, through the Bureau of Human Resource and Organizational Development - Organizational Effectiveness Division (BHROD-OED), ensures the alignment of office structures and manpower requirements to the systems and processes across the governance levels of the Department through the implementation of organizational development initiatives.

In recent years, various activities have been conducted to gather data on how the agency can best respond to its emerging needs and address its current condition towards a better normal. Hence, these are organizational review updates and directives for FY 2021:

- Review and updating of office functions and harmonization of declared processes across governance levels.** During the last quarter of 2020, series of online workshops were conducted to review, update and harmonize the office functions and declared processes of each office/functional division at the Central Office (CO), Regional Office (RO), and Schools Division Office (SDO). DM-PHROD-2021-0298 dated April 20, 2021, was issued for the creation of a Regional Technical Working Group (RTWG) that would take charge of the review and endorsement to the Regional Directors and Schools Division Superintendents the final office functions and declared processes. The outputs of the TWG shall form part of the Compendium of Office Functions Version 3.

Room 10  
To  
Email A

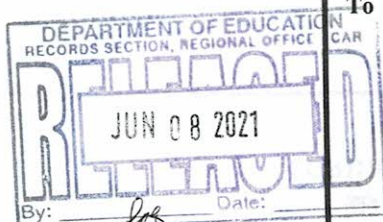



June 8, 2021

To : Schools Division Superintendents  
All Concerned

For information and guidance.

FOR THE REGIONAL DIRECTOR:



  
EDGARDO T. ALOS  
Chief Administrative Officer



Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-PHROD-2021-0432

TO : **USEC. REVSEE A. ESCOBEDO**  
**ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**

FROM :   
**JESUS L.R. MATEO**  
*Undersecretary for Planning, and Human Resource and Organizational Development*

SUBJECT : **Organizational Review Updates and Directives for FY 2021**

DATE : 31 May 2021

The Department, through the Bureau of Human Resource and Organizational Development – Organizational Effectiveness Division (BHROD-OED), ensures the alignment of office structures and manpower requirements to the systems and processes across the governance levels of the Department through the implementation of organizational development initiatives.

In recent years, various activities have been conducted to gather data on how the agency can best respond to its emerging needs and address its current condition towards a better normal. Hence, these are organizational review updates and directives for FY 2021:

- 1. Review and updating of office functions and harmonization of declared processes across governance levels.** During the last quarter of 2020, series of online workshops were conducted to review, update and harmonize the office functions and declared processes of each office/functional division at the Central Office (CO), Regional Office (RO), and Schools Division Office (SDO). DM-PHROD-2021-0298 dated April 20, 2021, was issued for the creation of a Regional Technical Working Group (RTWG) that would take charge of the review and endorsement to the Regional Directors and Schools Division Superintendents the final office functions and declared processes. The outputs of the TWG shall form part of the Compendium of Office Functions Version 3.

2. **Structure and Staffing Modifications.** The approved rationalization program of the Department last 2013 provides a structure and staffing pattern that is within the budget ceiling of the 2006 personnel services cost filled up items. Over time, there are significant changes in DepEd’s major programs, projects, and activities (PPAs) particularly the implementation of the K-12 program. The outputs and deliverables of these PPAs are time-bound, thus it entails adjustments in the structure and staffing complement to ensure achievement of targeted outputs and deliverables. Details of which are as follows:

• **Request for creation of additional positions charged against CTI Funds:**

Proposal		Action by DBM
Organizational Unit	Position to be Created	
<b>40 Small SDOs</b> (Please refer to Annex A)		
DRRM Unit	Project Development Officer II	Approved
SGOD	Educ. Program Supervisor	For evaluation and re-computation of PS Cost requirements
Admin. Section	2 Admin. Officer IV (1 each for Property & Records Unit)	
<b>Regional Office</b>		
Legal Unit	1 Attorney V	For evaluation and re-computation of PS Cost requirements
Procurement	1 Administrative Officer V	

• **DepEd Multiyear Workforce Plan (MWP).** The DepEd MWP was submitted to DBM last May 14, 2021. It contains the Department’s proposals for structure and staffing modifications for FY 2022 to FY 2026. However, the DepEd MWP plan may still be revised/updated based on the emerging priorities, needs, and strategic directions of the agency. The data that was used for the MWP were the results of the OD assessments made from the outputs of the 2019 school-centered organizational review and alignment workshop, the requests/proposals submitted to BHROD-OED, and the consultations with various offices.

For the ROs & SDOs, hereunder are the proposed structure modifications for FY 2022 subject to the evaluation of DBM:

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
Merging of Units	Personnel Section to Human Resource Development Division	Personnel Unit to Human Resource Development Section	To support the four (4) core systems of PRIME HRM which are RSPI, L&D, R&R, and RPMS
Renaming/Retitling		Property and Supply Unit to Asset Management Unit	To align the name of the unit with its counterpart at the CO & RO.
Transfer to ORD/OSDS	School Health Section (from ESSD to ORD)	School Health Section (from SGOD to OSDS)	<ul style="list-style-type: none"> <li>To reduce the number of processes in receiving and transmitting health-related documents</li> <li>To avoid delay in responding to</li> </ul>

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
			<p>directives from the ORD</p> <ul style="list-style-type: none"> <li>To hasten delivery of Health and Nutrition Services</li> </ul>
Creation of Unit(s) under ORD/OSDS	DRRM Unit under ORD	DRRM Unit under OSDS	<ul style="list-style-type: none"> <li>To ensure that timely and effective response, rehabilitation, and recovery efforts are provided to disaster-affected schools</li> </ul>
		Public Assistance Section	<ul style="list-style-type: none"> <li>To align the structure &amp; staffing requirement to CO &amp; RO</li> <li>To provide direct communication support to the Schools Division Superintendent and other official spokespersons (i.e., speeches, messages, media coverage, talking points, and other similar public and media requirements)</li> </ul>
Conversion/ Upgrading of Offices	Legal <b>Unit</b> into Legal <b>Division</b>	Legal <b>Unit</b> into Legal <b>Section</b>	<ul style="list-style-type: none"> <li>To ensure integrity and accountability in public service through prompt and responsive legal services to the stakeholders</li> </ul>
		Administrative <b>Section</b> to Administrative <b>Division</b>	<ul style="list-style-type: none"> <li>To complement the duties and responsibilities in the ROs and SDOs</li> <li>To ensure the effective and efficient delivery of services in the SDOs down to the schools and learning centers for them to provide quality, accessible, relevant, and liberating education.</li> </ul>
		Finance <b>Section</b> to Finance <b>Division</b>	<ul style="list-style-type: none"> <li>To support one of the key reform objectives of the DepEd Public</li> </ul>

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
			<p>Financial Management (PFM) – “PFM organizational structures and staff competencies updated to reinforce new ways of working” with an end view to have a transformational and competent public financial management practitioner. Above all, this will strengthen internal control at the SDO level which will uphold higher accountability and transparency in the disbursement of government funds that institutionalize reforms or innovations within the Division that are deemed necessary to expedite delivery of services to all stakeholders with an assurance of service efficiency and effectiveness at the higher level.</p>
<p>Creation of Unit(s) under a Functional Division</p>	<p>Partnership/ICO / Special Events and Social Mobilization Units under ESSD</p>	<p>Social Mobilization Unit under SGOD Youth Formation Section and Sports Section under the SocMob Unit</p>	<ul style="list-style-type: none"> <li>Partnerships, Special Events and Sports have the same key result areas in terms of partnerships and linkages. The clustering will harmonize the functions of each section to form the new composition of Social Mobilization and Networking (Social Mobilization and Networking).</li> </ul>
	<p>Procurement Section under Administrative Division</p>		<ul style="list-style-type: none"> <li>To ensure that there will be accountable personnel who will carry out crucial</li> </ul>

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
			procurement functions
		General Services Unit under Administrative Division	<ul style="list-style-type: none"> <li>To align structure &amp; staffing requirement with offices within the Administrative Division and its counterparts at the CO &amp; RO</li> </ul>
Separation of Units		Separate the School Management Monitoring and Evaluation and the Planning & Research Units from the SGOD and create a new division to be named Planning, Research and M&E Division	<ul style="list-style-type: none"> <li>To ensure better SDO level planning, data management and analysis, research management and monitoring and evaluation. Specifically, the proposed new division will handle the following: <ol style="list-style-type: none"> <li>Strategic planning, investment planning, and operational planning (SDO and Schools)</li> <li>Promotion and management of research initiatives</li> <li>Tracking of the progress of policy and program implementation</li> <li>Management and supervision of private schools, and</li> <li>Data and information management</li> </ol> </li> </ul>

Further, please take note that these modifications are still subject to DBM's approval, and we shall inform the offices concerned once we have updates from the DBM. Also, we request that all requests for size reclassifications and other requests for creation of items for CO-RO-SDOs be placed on hold.

For inquiries/concerns relative thereto, please contact BHROD - Organization Effectiveness Division through email at [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph).

For your information and guidance. Thank you.

[BHROD-OED/Tiamson]

## Annex A

### List of Forty (40) Small-sized Schools Division Offices

Region	Schools Division Office
Region I	Alaminos City
	Batac City
	Candon City
	Laoag City
	San Fernando City
	Vigan City
Region II	Batanes
	Cauayan City
	Santiago City
Region III	Balanga City
	Gapan City
	Meycauayan City
	Munoz Science City
	San Jose City
Region IV-A	Cavite City
	Tayabas City
Region V	Iriga City
Region VI	Escalante City
	La Carlota City
	Passi City

Region	Schools Division Office
Region VII	Bais City
	Bogo City
	Danao City
	Dumaguete City
	Mandaue City
	Tagbilaran City
	Toledo City
Region VIII	Borongan City
	Maasin City
Region IX	Dapitan City
Region X	Camiguin
	El Salvador
	Oroquieta City
	Tangub City
Region XI	Island Garden City of Samal
Region XII	Tacurong City
Caraga	Bayugan City
	Cabadbaran City
NCR	Tandag City
	San Juan City