



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2022-0527

APR 18 2022

TO: ALL REGIONAL DIRECTORS
CENTRAL OFFICE BUREAU AND SERVICE DIRECTORS
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS
CONCERNED SCHOOL HEADS
ALL OTHERS CONCERNED

THRU: *Revsee A. Escobedo*
ATTY. REVSEE A. ESCOBEDO,
Undersecretary for Field Operations, Palarong Pambansa Secretariat, and DEACO

FROM: *Wilfredo E. Cabral*
WILFREDO E. CABRAL
*Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development*

SUBJECT: REVIEW AND REVISION OF THE JOB DESCRIPTIONS OF DEPED
RELATED TEACHING POSITIONS

DATE: 23 March 2022

The Civil Service Commission (CSC) issued a Memorandum Circular (MC) No. 14, s. 2018 titled *2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)* that mandates the institutionalization of a systematic process of recruitment, selection, and placement of employees within the organization. Section 102, Rule IX of the issuance stipulates that all national government agencies should submit an agency merit selection plan that anchors on the Civil Service rules and regulations on human resources action. The same policy covers the method of selecting employees from first to second level positions and encompasses all teaching, school administrator, teaching-related, and non-teaching personnel in the Department of Education.

In anticipation of the release of the revised DepEd Merit Selection Plan, the DepEd will concomitantly conduct a review and revision of standards specifically on the **Job Descriptions of Related Teaching Positions**. It is deemed necessary to align this with the existing DepEd Order 25, s. 2020 or the *National Adoption and Implementation of the Philippine Professional Standards*



Republic of the Philippines
Department of Education
CORDELLERA ADMINISTRATIVE REGION

APR 19 2022

April 18, 2022

To: Schools Division Superintendents
All Concerned

For information and guidance.

Florante E. Vergara
FLORANTE E. VERGARA
Director III/Assistant Regional Director



Republika ng Pilipinas

Department of Education

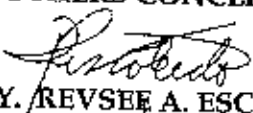
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for Supervisors (PPSS) to address the career progression of Education Supervisors, Education Specialists, and other unique positions in DepEd in contributing to the improvement of the school learning outcomes.

To date, the Bureau of Human Resources and Organizational Development - Organization Effectiveness Division (BHRD-OED), initiated the preliminary activities on the review and revision of these job descriptions and accomplished the following:

- a. Engagement of the members of the Philippine Professional Standards for Supervisors (PPSS) and Philippine Professional Standard for Schools (PPSSH) Technical Working Group for the review of related teaching positions;
- b. Data gathering of existing policies and standards regarding the enhancement of job descriptions; and
- c. Review, revision, and finalization of the job description of related teaching positions at the SDO level (CID and SGOD):
 - i. Chief Education Supervisor;
 - ii. Education Program Supervisors; and
 - iii. Public Schools District Supervisor.

The PPSS and PPSSH TWG members were tapped to evaluate the existing policies, guidelines, and other relevant documents which can articulate a developmental continuum of professional practice of supervisors in the conduct of their roles in the RO, SDO, Schools and learning centers. Likewise, they will be involved in the development of the revised standards in school redistricting cited in DM 026, s. 2021 entitled *National Technical Working Group to Review and Revise School Districting Policies* as their work shall be a critical input to SDO Reclassification and School Redistricting standards. Below are the members of the technical working group for PPSS and PPSSH based on DM-HROD-2021-0215:

<i>NTWG to Review and Revise School Districting Policies (Philippine Professional Standards for Supervisors and School Heads TWG Members)</i>	
Name	Position/Station
1. Apao, Leah Bueno	Assistant Schools Division Superintendent SDO Mandauue City
2. Argamosa, Marylou V.	Principal 1, Palapas Elem. School, SDO Ligao City
3. Bautista, Leah N.	Education Program Supervisor-ESSD DepEd National Capital Region
4. Caballero, Filmore R.	Chief Education Supervisor - CID SDO Valenzuela City
5. Dayadante, Irene U.	Public Schools District Supervisor - CID SDO Camarines Sur
6. Ebisa, Enerio E.	Principal IV Tambo Central School, SDO Iligan City
7. Felipe, Renato N. Jr.	Public Schools District Supervisor - CID SDO Manila
8. Ganancial, Sarah D.	Secondary School Principal II Sta. Teresa National High School, SDO Guimaras
9. Morcilla, Marife T.	Education Program Supervisor -CID SDO Lipa City

NTWG to Review and Revise School Districting Policies <i>(Philippine Professional Standards for Supervisors and School Heads TWG Members)</i>	
10. Osmeña, Luz E.	Chief Education Supervisor - HRDD Region IVA-CALABARZON
11. Siao, Marilyn B.	Schools Division Superintendent SDO Catbalogan, Region VIII
12. Tolentino, Chirita A.	Public Schools District Supervisor - CID SDO Lucena City

In view of this, below is the workplan with the corresponding schedule of the review and revision of Related teaching positions in RO and SDO. Also, attached herein is the list of positions to be reviewed in the field offices. (Annex A)

Activities	Expected Outputs	Date and Venue
1. Review of the Job Description of Related Teaching Positions in RO and SDO (virtual meetings)	Initial revision of JD of Related Teaching Positions in RO and SDO	April 20-21, April 27-28, May 4-5, May 12-13, 2022 MS Teams/Google Meet
2. Review of Job Description of Related Teaching Positions in RO and SDO (face-to-face meeting)	2 nd revision of JD of Related Teaching Positions in RO and SDO	May 24-27, 2022 Venue: TBA
3. Validation of Job Description of Related Teaching Positions in RO and SDO (virtual meetings)	Validated JD of Related Teaching Positions in RO and SDO; Validated SDO& RO Office Functions	June 8-9, 2022 June 15-16, 2022 MS Teams/Google Meet
4. Initial submission of Job Description of Related Teaching Positions in RO and SDO to BHRD-Office of the Director for vetting	Vetted JD of Related Teaching Positions in RO and SDO	June 29-30, 2022 BHRD Conference Room
5. Submission of Job Description of Related Teaching Positions in RO and SDO with approved QS to CSC (in collaboration with BHRD-HRDD)	Final and completed JD with QS of Related Teaching Positions in RO and SDO:	July 4-8, 2022

Traveling and communication expenses of the participants shall be charged against their respective local funds while board and lodging shall be charged against OPDNTF funds. All expenses are subject to the usual accounting and auditing rules and regulations.

Additionally, an advisory will be released for specific details of each workshop/activity in the workplan such as date, venue, and accommodations.

For further details or other concerns, kindly contact Ms. Pia Pangilinan through bhrod.oed@deped.gov.ph or at 0917-8725850.

For your information and guidance.

Annex A:

List of Related-Teaching Positions to be Reviewed and Revised:

School Division Office		No.
Curriculum Implementation Division	Education Program Specialist II	1
School Governance and Operations Division - SMME	Senior Education Program Specialist	1
	Education Program Specialist II	1
SGOD - Social Mobilization and Networking	Senior Education Program Specialist	1
	Education Program Specialist II	1
SGOD - Human Resource Development	Senior Education Program Specialist	1
	Education Program Specialist II	1
SGOD - Planning and Research	Senior Education Program Specialist	1
Sub Total		8
Regional Office		
Curriculum and Learning Management Division	Chief Education Supervisor	1
	Education Program Supervisor	1
CLMD - LRMD Section	Education Program Supervisor	1
Education Support Services Division	Chief Education Supervisor	1
Field Technical Assistance Division	Chief Education Supervisor	1
	Education Program Supervisor	1
Quality Assurance Division	Chief Education Supervisor	1
	Education Program Supervisor	1
Human Resource Development Division	Chief Education Supervisor	1
	Education Program Supervisor	1
	Senior Education Program Specialist	1
	Education Program Specialist II	1
Policy, Planning and Research Division	Chief Education Supervisor	1
	Education Program Supervisor	1
	Education Program Specialist II	1
Sub Total		16
Overall Total of JDs		24