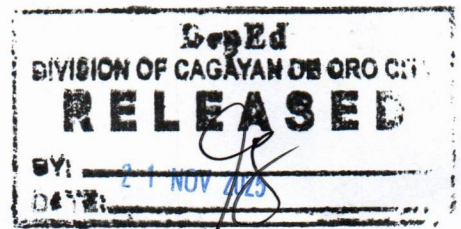




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

19 November 2025

DIVISION MEMORANDUM

No. 1071 s.2025

**CAPACITY BUILDING AND ORIENTATION FOR THE SCHOOL
ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS
(SOSSS) BATCH 1 and 2**

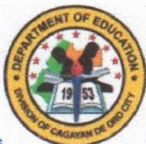
TO: ARNEL A. CALUBAG, Accountant III
This Division

1. Pursuant to the Memorandum issued by Mr. Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, of the Department of Education, dated November 14, 2025, this Division hereby informs and directs your participation in the **Capacity Building and Orientation for the School Organizational Structure and Staffing Standards (SOSSS) Batch 1 & 2**, on December 9-11, 2025 (Batch 1), and December 11-13, 2025 (Batch 2) to be held at within NCR.

2. The seminar/workshop will be hosted by the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) – DepEd Central Office and aims to:

2.1 Gather feedback, inputs, and recommendations on the feasibility and the required implementation arrangements of the SOSSS prototypes to ensure the effective implementation and smooth transition of the policy changes.

2.2 Identify implementation concerns, promote alignment of the processes across concerned offices, and facilitate a coordinated approach in managing organizational adjustments from Central Office to Schools considering the multiple school scenarios due to the phased implementation of the SOSSS.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City

Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142

Email Address: cagayandeoro.city@dep.gov.ph

Website: <https://depdcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	1 of 2



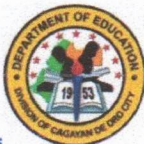
Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

3. The board and lodging expenses of the Program Management Team and field participants shall be charged against **AC-25-BHROD-SED-Gass-2-028** for **Batch 1**, while **AC-25-BHROD-SED-GASSS-2-029** for **Batch 2** participants.
4. Travelling expenses, and other incidental expenses of the participants shall be charged to **local funds** subject to the availability of and usual accounting and auditing rules and regulations.
5. For clarifications and concerns, you may coordinate with **Mr. Christopher Devera** or **Ms. Janey Rhose Diaz** of BHROD-SED through email at bhrod.sed@deped.gov.ph or call (02) 8633-5397 / 0916-606-2667.
6. For your information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
DM-015-OSDS-FIN-ACCTG-(KBB)



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	
Effectivity		Page	2 of 2