



Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



21 MAY 2026

OFFICE MEMORANDUM

No. 63 s. 2026

ATTENDANCE TO THE VALIDATION WORKSHOP ON THE REDEFINED JOB DESCRIPTIONS OF SCHOOLS DIVISION OFFICE (SDO) NON-TEACHING AND RELATED TEACHING POSITIONS

To: **JAIRUS JOHN M. GOCHUCO** – PDO-I, Division Youth Formation Coordinator

1. With reference to the **Memorandum DM-OUHRODI-2026-1602**, you are hereby directed to attend the *Validation Workshop on the Redefined Job Descriptions of Schools Division Office (SDO) Non-Teaching and Related Teaching Positions* on **June 1-6, 2026** at DepEd NEAP RO XII, General Santos City.
2. Travelling and other miscellaneous expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
3. This Office directs compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

BHROD Workshop

SGOD/Jairus – OM: Attendance to the Validation Workshop on the Redefined Job Descriptions



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Doc. Ref. Code		Rev	00
Effectivity		Page	1 of 1

Position to Review	No. of Pax	Names/RO/SDO Assigned
Curriculum Implementation Division		
Chief Education Supervisor	1	Lorna Medrano, SDO Lipa City (TWG)
Education Program Supervisor	1	Joycelyn P. Perido, SDO Batac City
Public Schools District Supervisor	2	Melvin Willy Roque, SDO Valenzuela City Sergio Cabrera, PSDSA President/ SDO San Fernando City (TWG)
Education Program Supervisor-LR	2	Gilbert Apostol, SDO Sorsogon Province Jonas Feliciano Domingo, SDO San Juan City
School Governance and Operations Division		
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School Mobilization and Networking		
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Medical Officer III	2	Dr. Jose Mario Amado Pingul - SDO Balanga City Dr. Ma. Clariza Mempin - SDO Baliwag City
Dentist II	2	Dr. Ernesto C. Anteola, Jr., DepEd RO 10 Dr. Fatima Palencia, SDO Camarines Sur
Nurse II	1	Stephen Mark Catres, SDO Davao Oriental
Education Facilities - Engineer III	2	Engr. Caroline Q. Lagula, SDO Nueva Viscaya Engr. Benjamin P. Saligan - SDO Zamboanga City
HRD - Senior Education Program Specialist	2	Irish Karylle D. Monte, SDO Misamis Oriental Ivy Romano, SDO Muntinlupa City
NEAP - Senior Education Program Specialist	1	Alvin Metrillo, SDO Batangas City
Planning and Research		
Senior Education Program Specialist	1	Jane Kin V. Hamoc, SDO Zamboanga City
Planning Officer III	1	Yonylde Escano-Batistil, SDO Bukidnon
Central Office TWG/Representatives		
TWG Member for RO/SDO RTP	1	Marife T. Murcilla, PDO V, NEAP-PDD
Youth Formation Division	1	Representative
BHROD Facilitator	1	Ruby Chanda Crisostomo
BHROD Facilitator	1	Pia Pangilinan-Eugenio
BHROD Documenter/Secretariat	2	Van Paulo Sanchez & Rose Mervel Albo
BHROD - ODir	1	Dir. Albert Jerome Andres
BHROD - HRDD	1	Representative
OUHROD Documenter/Co-facilitator	1	Rizza Mae Buisa

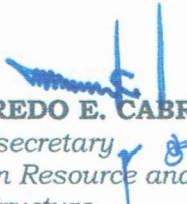


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHRODI-2026-1602

TO : CENTRAL OFFICE BUREAU/SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS
HEADS OF UNITS/OFFICES
ALL OTHERS CONCERNED

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development, and
Infrastructure

SUBJECT : **VALIDATION WORKSHOP ON THE REDEFINED JOB DESCRIPTIONS OF SCHOOLS DIVISION OFFICE NON-TEACHING AND RELATED TEACHING POSITIONS**

DATE : 04 May 2026

Pursuant to Executive Order (EO) No. 366, s. 2004, the Department of Education (DepEd) issued DepEd Order (DO) No. 52, s. 2015, or the *New Organizational Structures of the Central, Regional, and Schools Division Offices of the Department of Education*, to rationalize organizational operations and promote efficiency, effectiveness, and accountability. Through the Rationalization Plan (RatPlan), DepEd rationalized its structures by eliminating functional overlaps, clarifying accountabilities, and aligning staffing patterns with its core mandates under Republic Act (RA) No. 9155, or the *Governance of Basic Education Act of 2001*, and RA 10533, or the *Enhanced Basic Education Act of 2013*.

In support of this mandate, updated and standardized job descriptions were reviewed, developed, and issued in January 2018 to operationalize the streamlined organizational structure and establish clearly defined, non-duplicative, and responsive roles, ensuring consistency, transparency, and accountability. Competency-based job descriptions likewise serve as key instruments for human resource management, including workforce planning, position classification, and organizational development consistent with the Civil Service Commission's (CSC) PRIME-HRM framework.

Since 2021, the Bureau of Human Resource and Organizational Development (BHROD) has led the review and updating of job descriptions and office functions. Draft redefined job descriptions for non-teaching and related teaching positions at the



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Effectivity	03.23.23	Page	1 of 7



Regional and Schools Division levels have undergone consultations from November 2024 to September 2025. However, further validation with a broader set of stakeholders is necessary to ensure alignment across governance levels and functional areas.

In this regard, a **Validation Workshop on the Redefined Job Descriptions of Schools Division Office (SDO) Non-Teaching and Related Teaching Positions** will be conducted on **June 2-5, 2026**, in **Region XI** (*Note: Exact venue shall be announced in a separate Advisory*). The workshop aims to refine and finalize the revised job descriptions. The outputs shall serve as the final draft for language review and proofreading, prior to endorsement to the Agency HRMO and the ExeCom-in-Charge of BHROD for vetting and approval.

Accordingly, Heads of Offices concerned are requested to **nominate participants** with **strong institutional knowledge necessary to evaluate horizontal and vertical alignment of roles, writing proficiency**, and the **ability to provide substantive inputs** in refining job descriptions. The participation of incumbents in the position is highly encouraged to ensure the relevance and alignment of roles across DepEd Regional Office (RO) and SDO levels.

Participants are expected to:

1. Serve as subject matter experts in validating draft job descriptions based on their roles, experience, and functional knowledge;
2. Provide inputs through task assessment, breakout discussions, and interviews; and
3. Review and refine duties and responsibilities by identifying gaps, redundancies, and areas for alignment with organizational goals.

The list of target participants is provided in **Annex A**, and the indicative program is attached as **Annex B**. Participants are requested to confirm their attendance for the workshop on or before **May 22, 2026**, by registering through this link: <https://tinyurl.com/JDvalidation> or by scanning the QR code provided.



Moreover, please take note of the following administrative and logistical arrangements:

	Day 1 (Tuesday)	Day 2 (Wednesday)	Day 3 (Thursday)	Day 4 (Friday)
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch		✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

1. There will be no Day 0, the program proper will begin on **Day 1** at 01:00 P.M.
2. Check-in will be on Day 1 (June 2, Tuesday) at 2:00 PM; and check-out will be on Day 4 (June 5, Friday) at 12:00 P.M.
3. First meal provision will be P.M. Snack on Day 1 (June 2, Tuesday); and last meal provision will be Lunch on Day 4 (June 5, Friday).
4. Board and lodging of all participants, as well as travelling and other miscellaneous expenses of the Program Management Team, shall be charged against FY 2026 GASS funds under Activity Codes AC-26-BHROD-OED-GASS-018.
5. Travelling and other miscellaneous expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
6. Participants are requested to bring their own **laptops** and **extension cords** for the workshops.

Should you have further questions or clarifications, please feel free to contact **Ms. Pia P. Pangilinan** or **Mx. Van Sanchez** of the BHROD-Organization Effectiveness Division through email at bhrod.oed@deped.gov.ph or at telephone number (02) 8633-5375.

For your guidance and appropriate action.

Thank you.



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ANNEX A: LIST OF PARTICIPANTS

Validation Workshop on the Redefined Job Descriptions of SDO Non- Teaching and Related Teaching Positions

June 02-05, 2026 | Region XI, Davao City

Position to Review	No. of Pax	Names/RO/SDO Assigned
Regional Office		
Assistant Regional Director	1	RO XII Kathrine H. Lotilla - ARD (TWG)
FTAD - Chief Education Supervisor	1	RO V
QAD - Chief Education Supervisor	1	RO 3 - Edwin Marcos (TWG)
HRDD - Chief Education Supervisor	1	RO 1 - Maria Teresa M. Bautista
HRDD - Education Program Supervisor	1	NCR - Rhea Eden
ESSD - Chief Education Supervisor	1	DepEd CARAGA
Admin Division - Chief Administrative Officer	1	ROIVA CALABARZON
Cash Section- Administrative Officer V	1	DepEd NCR
Personnel Section- Administrative Officer V	1	RO 8 - Eva D. Rosales
Finance Division- Accountant III	1	DepEd RO 8
Finance Division- Budget Admin Officer V	1	RO 6 - Jhona Lyda Sitchon
Schools Division Office		
Schools Division Superintendent	1	Soraya T. Faculo, SDO Baguio City
Asstn School Division Superintendent	1	Jennifer Vivas, SDO Marikina City (TWG)
Legal Unit - Attorney III	1	Rexcia Maria Baldeo, SDO Quezon Province
ICT Unit - Information Technology Officer I	2	Elson Jamero, SDO Camiguin SDO Zamboanga Sibugay
Administrative Unit		
Administrative Officer V	2	Jane S. Fuentes, SDO Rizal (TWG) Jared Jay P. Robea, SDO Las Pinas City
Cash - Administrative Officer IV	1	SDO Aurora
Personnel - Administrative Officer IV	2	Gladys C. Beler, SDO Pasay Cristine Coronado, SDO Antipolo City
Property - Administrative Officer IV	2	Elfie M. Bocoy, SDO Rizal Eleonor P. Cruz, SDO Misamis Oriental
Records - Administrative Officer IV	1	Edna Canlas, SDO Angeles City
Procurement - Administrative Officer IV	2	Kit R. Laserna, SDO Roxas City SDO Cebu City
Finance Unit		
Accounting - Accountant III	2	Carlo Divedor, SDO South Cotabato SDO Cebu Province
Budget - Administrative Officer V	1	Mark Lorren T. Tejano, SDO Misamis Oriental



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BHROD - ODir	1	Dir. Albert Jerome Andres
BHROD - HRDD	1	Representative
OUHROD Documenter/Co-facilitator	1	Rizza Mae Buisa

ANNEX B: PROGRAM DESIGN

Validation Workshop on the Redefined Job Descriptions of School Division Office Non- Teaching and Related Teaching Positions

June 02-05, 2026 | Region XI, Davao City

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
DAY 1: Tuesday		
8:00AM – 12:00PM	Travel Time	
1:00PM – 2:00PM	Registration Preliminaries National Anthem Invocation Introduction of Participants Assign Groupings	Groupings
3:00PM – 6:00PM Meals: 3:00pm – Snacks (1 st meal) 6:00pm – Dinner	Workshop 1: Validation - Provide workshop mechanics, templates and database in redefining the roles & function; - Validate the existing JD and Functional Matrix with corresponding QMS processes;	Validated duties and responsibilities of SDO Non-Teaching and Related Teaching Positions
DAY 2: Wednesday		
8:00AM – 8:30AM	Prayer Opening Message from BHROD Director Context of the Workshop from OED Chief Program Objectives	
8:30AM – 12:00PM Meals: 06:00am – Breakfast 10:30am – Health Break 12:00pm – Lunch	Workshop 1: Validation (Continuation) - Provide workshop mechanics, templates and database in redefining the roles & function; - Validate the existing JD and Functional Matrix with corresponding QMS processes;	Validated duties and responsibilities of SDO Non-Teaching and Related Teaching Positions
1:00PM-1:15PM 01:15PM-5:00PM Meals: 03:00pm – Health Break 06:00pm – Dinner	Energizer Workshop 2: Plenary Presentation and Critiquing Plenary Presentation and Critiquing of the validated job descriptions	Presented and vetted duties and responsibilities of SDO NTP and RTP • OSDS Proper (ICT, Legal, Admin & Finance Units)
DAY 3: Thursday		
8:00AM – 8:30AM	Prayer Energizer	Presented and vetted duties and responsibilities of SDO NTP and RTP
8:30AM – 12:00PM Meals:	Workshop 2: Plenary Presentation and Critiquing (Continuation)	

