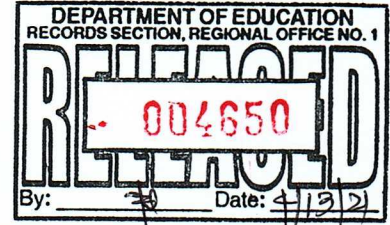




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

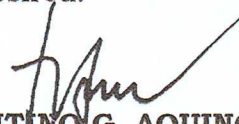

APR 13 2021

REGIONAL MEMORANDUM
 No. 305, s. 2021

COMPETENCY DEVELOPMENT FOR DEPED NON-TEACHING POSITIONS

To: Schools Division Superintendents

1. The Department of Education (DepEd) through the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) shall conduct various activities on the Competency Development for DepEd Non-Teaching Positions.
2. This activity aims to gather pertinent information from the non-teaching personnel of the six (6) identified priority DepEd Occupational Service Groups (OSGs), namely: Planning; Finance; Education, Library, & Archival; Legal and Judicial, Medicine and Health; and General Administrative, about their duties and responsibilities from which the necessary knowledge, skills, attitudes, and key behaviors (KSABs) were derived.
3. The list of participants for the activity is attached. Identified participants are requested to preregister by accomplishing this online form: <https://bit.ly/3w01Rvi> on or before **15 April 2021**. Meeting link shall be sent through their respective e-mail addresses.
4. Communication expenses relative to activities for this undertaking shall be charged against the OPDNTF Fund, subject to the usual accounting and auditing rules and regulations.
5. For clarifications, you may contact the Human Resource Development Division thru: hrdd.region1@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


TOLENTINO G. AQUINO
 Director IV


Reference: DM-PHROD-2021-0257
 Encl.: As stated
 To be indicated in the Perpetual Index
 Under the following subjects:

COMPETENCY EMPLOYEES

HRDD/DCB/hkmv/OM_BEI2021
 April 12, 2021



DepEd Region 1: Built on character; empowered by competence.



Flores St., Catbangan, City of San Fernando, La Union
 (072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com



Attachment 1. List of Participants

Schedule	Service	Governance Level	Name of Participants	Remarks
Bureau of Education Assessment Review Session 1 April 21, 2021 (PM) 1:30PM – 4:30PM Review Session 2 April 22, 2021 (PM) 1:30PM – 4:30PM	Education Research Division	Regional Office	Cecilia P. Rosido	ROI- Chief Education Supervisor
		Schools Division Office	Joefrey A. Gamata	SDO Pangasinan 1- Senior Education Program Specialist
Bureau of Human Resource and Organizational Development Review Session 1 April 27, 2021 (AM) 8:30AM – 12:00NN Review Session 2 April 28, 2021 (AM) 8:30AM – 12:00NN	Human Resource Development Division	Regional Office	Dinah C. Bonao	RO I – Chief Education Supervisor
		Schools Division Office	Mitchellene V. Rivo	SDO Dagupan City- Senior Education Program Specialist
National Educators Academy of the Philippines Review Session 1 May 05, 2021(AM) 8:30AM – 12:00NN Review Session 2 May 06, 2021 (AM) 8:30AM – 12:00NN	Professional Development Division	Regional Office	Holden Kirby M. Valdez	ROI-Senior Education Program Specialist
Administrative Service Review Session 1 May 05, 2021 (PM) 1:30PM – 4:30PM Review Session 2 May 06, 2021 (PM) 1:30PM – 4:30PM	Education Facilities Division	Regional Office	Engr. Nixon Angelo C. Gatchalian	RO I
		Schools Division Office	Arturo R. Viray	SDO Alaminos City- Chief Education Supervisor
	Personnel Division	Schools Division Office	Anna Liza C. Aurellado	SDO Vigan City Administrative Officer V