REGIONAL MEMORANDUM
No. 1051, s. 2021

FINAL VETTING/APPROVAL OF THE OFFICE FUNCTIONS AND DECLARED PROCESSES OF THE REGIONAL AND SCHOOLS DIVISION OFFICES

To: Schools Division Superintendents
   Assistant Schools Division Superintendents

1. This pertains to DepEd Memo HROD-2016-0216 final vetting/approval of the office functions and declared processes of the Regional and Schools Division Offices.

2. In this light, the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division [BHROD – OED request the Schools Division Superintendents' assistance in the final review and vetting of the SDO's office functions and declared processes.

3. Please email the reviewed files to bhrod.oed@deped.gov.ph with subject: SDO Name-Vetted Office Function-Name of Functional Division on or before Friday, September 17, 2021. Non-receipt of the vetted office functions and declared processes will mean your concurrence in the said documents.


5. Immediate dissemination of and strict compliance with this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

DepEd Region 1: Built on character; empowered by competence.
Flores St., Catbangen, City of San Fernando, La Union
(072) 607-8137 / 682-2324
region1@deped.gov.ph | www.depedro1.com
Encl: DepEd Memo HROD-2016-0216
Reference: DepEd Memo dated September 13, 2021
To be indicated in the Perpetual Index
Under the following subjects:

FUNCTIONS   PROCESSES

QAD/emm/RM_final vetting/approval of the office functions and declared processes of the RO & SDOs
September 16, 2021
MEMORANDUM
DM-HROD-2021-0162

TO : ALL REGIONAL DIRECTORS
     ALL SCHOOLS DIVISION SUPERINTENDENTS

THRU : ATTY. REVSEE A. ESCOBERDO
       Undersecretary for Field Operations, Palarong Pambansa
       Secretariat, and DEACO

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

SUBJECT : Final Vetting/Approval of the Office Functions and Declared
          Processes of the Regional and Schools Division Offices

DATE : 13 September 2021

In response to the changing needs in the delivery of public service and growing call for
stronger accountability, greater transparency results-based performance, and customer-focused
service delivery, the Bureau of Human Resource and Organizational Development –
Organization Effectiveness Division (BHROD - OED) conducted six (6) clusters of Online
Workshop to Review, Update and Harmonize (RUH) Office Functions, Processes, and
Services from November 2020 to March 2021. This undertaking aimed to take a closer look at
the current functions and mandate, alignment of systems, and processes of the Department of
Education (DepEd) at each governance level and eventually ensure that we will have One
DepEd, One Quality Management System (QMS) that is relevant and applicable at all
governance levels.

The said workshops were participated by selected personnel from the different offices at the
Central Office (CO), Regional Office (RO), and Schools Division Office (SDO). The series of
online workshops were completed in March 2021 wherein we were able to review the
mandates, key results areas (KRAs), objectives, outputs, and output indicators of the Bureaus
and Services in the CO and all functional divisions in the RO and SDO; and align the declared processes within and across governance levels.

Subsequently, the BHROD-OED formed a Technical Working Group (TWG) that reviewed, synthesized, and finalized the Regions’ and Schools Divisions Offices’ outputs from the Online RUH workshops. The TWG is composed of nine (9) representatives from the RO and seven (7) from the SDO. The list of the TWG representatives is attached as Annex A.

In this regard, we would like to request for the Regional Directors and Schools Division Superintendents’ assistance in the final review and vetting of the RO & SDO office functions and declared processes, respectively. The said documents can be accessed at http://bit.ly/RUHOutputs. You may download the documents to be reviewed and insert your comments, if any, in the respective office functions using blue-colored font for easy reference and consolidation by the BHROD-OED.

Please email the reviewed files to bhrod.oed@deped.gov.ph with subject: RO #/SDO Name - Vetted Office Function-Name of Functional Division on or before Friday, September 17, 2021. Non-receipt of the vetted office functions and declared processes will mean your concurrence in the said documents.

Thank you.
## List of the Technical Working Group

<table>
<thead>
<tr>
<th>Region</th>
<th>Designation and Office</th>
<th>Name of Representative</th>
</tr>
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<tbody>
<tr>
<td>1. Region I</td>
<td>Education Program Supervisor (EPS), Quality Assurance Division (QAD)</td>
<td>Edwina M. Manalang</td>
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<tr>
<td>2. Region II</td>
<td>EPS, School Governance and Operations Division (SGOD)</td>
<td>Marlene B. Delos Santos</td>
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<tr>
<td>3. Region III</td>
<td>Officer-in-Charge, Assistant Schools Division Superintendent (ASDS) SDO Cagayan</td>
<td>Michelle A. Mejica</td>
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<tr>
<td>4. Region IV-A</td>
<td>Chief, QAD</td>
<td>Edenia O. Libranda</td>
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<tr>
<td>5. Region IV-B</td>
<td>ASDS, SDO Puerto Princesa City</td>
<td>Loida P. Adornado</td>
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<tr>
<td>6. Region V</td>
<td>Chief, QAD</td>
<td>Jocelyn O. Dy</td>
</tr>
<tr>
<td>7. Region VI</td>
<td>Project Development Officer IV (PDO IV), Education Support and Services Division (BSSD)</td>
<td>Ma. Lira Cynthia B. Quejada</td>
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<tr>
<td>8. Region VII</td>
<td>Schools Division Superintendent (SDS), SDO Dumaguete City</td>
<td>Gregorio Cyrus Elejorde</td>
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<tr>
<td>9. Region VIII</td>
<td>EPS, Curriculum and Learning Management Division (CLMD)</td>
<td>Joy B. Bihaq</td>
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<tr>
<td>10. Region IX</td>
<td>Chief, SGOD, SDO Zamboanga City</td>
<td>Rosalio B. Conturmo Jr.</td>
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<tr>
<td>11. Region X</td>
<td>Chief, Policy, Planning and Research Division (PRRD)</td>
<td>Allan L. Mansaladez</td>
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<tr>
<td>12. Region XI</td>
<td>Administrative Officer IV, Administrative Service Division (ASD) SDO Panabo City</td>
<td>Neo Carlo Magno</td>
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<td>13. RO XII</td>
<td>Supervising Administrative Officer (SAO), Administrative Division (AD)</td>
<td>Kathrine H. Lotilla</td>
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<tr>
<td>14. CARAGA</td>
<td>Chief, Field Technical Assistance Division (FTAD)</td>
<td>Carolina M. Niepes</td>
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<td>15. CAR</td>
<td>Administrative Officer V</td>
<td>Eleonora A. Aboites</td>
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<tr>
<td>16. NCR</td>
<td>OIC-ASDS, SDO Muntinlupa</td>
<td>Nerissa R. Lomeda</td>
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