



Republic of the Philippines  
**Department of Education**  
REGION I



Office of the Regional Director

SEP 16 2021

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](mailto: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.
4. The documents can be accessed at <http://bit.ly/RUHOutputs>. Attached is the DepEd Memorandum for your reference.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**TOLENTINO G. AQUINO**  
Director IV



DepEd R01



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



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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

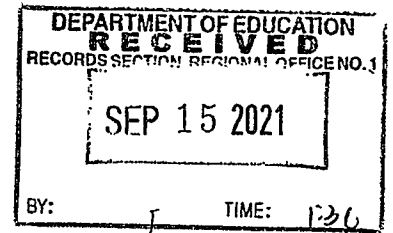


Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM  
DM-HROD-2021-0162

TO : ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS

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

FROM : *Cabral*  
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



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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](mailto: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

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

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