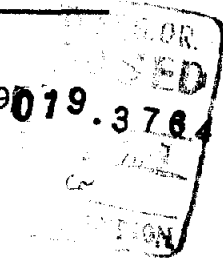


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

November 14, 2019



TRAVEL ORDER

NO. 1652, s. 2019

TO : IRYLL MAE S. MACAHIG, EPS II- HRDS- DIVISION OFFICE

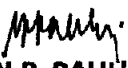
PURPOSE : To attend the Batch 4 of Education, Library, and Archival Service Group on Competency Modelling Workshop: Drafting of Functional Competencies

DATE OF TRAVEL : November 26-29, 2019

VENUE : Millenia Suites, Ortigas Center, Pasig City

ALLOWED/CHARGED TO: *(Subject to the usual accounting and auditing rules and regulations)*

- : Registration may be charged against any available school funds
- : Per Diems
- : On official time/business only
- : Charged to local funds
- : Transportation/per diem & other incidental expenses incurred shall be charged against Division MOOE/local funds.


SENEN P. PAULIN, CESO V
Schools Division Superintendent
11/14/19

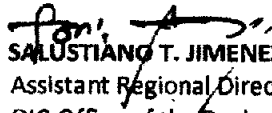


REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MEMORANDUM

To : **DR. SENEN P. PAULIN**
Schools Division Superintendent
Negros Oriental Division

From : 
SALUSTIANO T. JIMENEZ, Ed. D., JD., CESO V
Assistant Regional Director
OIC-Office of the Regional Director

Subject : **Addendum to Memorandum Entitled Competency Modelling Workshop: Drafting of Functional Competencies**

Date : November 13, 2019

Relative to Memorandum entitled **Drafting of Competency Models for DepEd Occupational Group, Ms. Iryll Macahig**, Education Program Specialist II, Negros Oriental is hereby added to the list of attendees for Batch 4; Education, Library, and Archival Service Group on November 26-29, 2019 within Mandaluyong City (TBA).

For details, please refer to the attached communication.

For the information and compliance of all concerned

STJ/CAE/VVY/hdl
HRDD 2019

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”



DEPARTMENT OF EDUCATION

**BUREAU OF HUMAN RESOURCE
AND ORGANIZATIONAL DEVELOPMENT**

ADVISORY

Please be informed that the **Competency Modelling: Drafting Workshop Batch 4** will be held at **Millenia Suites, 8001 Escriva Drive, Ortigas Center, Pasig City** on **November 26-29, 2019**.

The first meal (PM snacks) will be served on November 26, 2019 while the last meal will be PM snacks on November 29, 2019.

Office representatives are requested to confirm their attendance and accomplish the online registration at <https://bit.ly/32TwPE1>. Furthermore, representatives are encouraged to bring their laptops to this activity.

For your information and guidance.

A handwritten signature in black ink, appearing to read "JENNIFER E. LOPEZ", is written above the printed name.

JENNIFER E. LOPEZ
Education Program Supervisor
OIC - Office of the Director III
BHROD

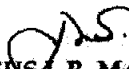


Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRODFO-2019-00905

TO: Undersecretaries
Assistant Secretaries
Concerned Bureau and Service Directors
Concerned Regional Directors
Concerned Schools Division Superintendents
All Others Concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: *Drafting of Competency Models for DepEd Occupational Groups*

DATE: 21 October 2019

This has reference to Memorandum DM-PHRODFO-2019-00584 on the development of competency frameworks for DepEd non-teaching and related-teaching positions. From July to August 2019, the Bureau of Human Resource and Organizational Development-Human Resource Development Division conducted five (5) batches of key informant interviews (KIIs) in order to gather information from incumbents of DepEd non-teaching positions about their duties and responsibilities from which the necessary knowledge, skills, attitudes, and key behaviors (KSABs) shall be derived. A National Online Survey is also being conducted from October 14 to 23, 2019 on the six (6) identified priority DepEd Occupational Groups, namely: Planning; Finance; Education, Library, & Archival; Legal and Judicial; Medicine and Health; and General Administrative to gather, on a national scale, qualitative and quantitative information necessary to develop such Competency models for the said groups before the end of FY 2019.

The results of the KIIs and survey shall be used in crafting the competency models for each of the priority DepEd Occupational Groups with the objective of developing specific, measurable, and observable behaviors and indicators that will broadly describe the required competencies and performance expectations of particular positions in each group. These shall be organized into competency levels, from beginning to expert.

In this connection, concerned Bureau, Service, and Regional Directors, Schools Division Superintendents, and Heads of Units are requested to ensure the participation of identified participants who shall serve as writers during the drafting workshops. The list of participants, workshop schedule, and venue for each occupational group are attached as Annex A. The composition of participants has been purposely determined to ensure that the specific competencies and behaviors that shall be developed are able to take into account and capture the relevant context at each governance level.

[BHRD]-HRDD/EMED(duz)



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

Please take note of the following administrative arrangements:

1. Travel expenses of participants from Regional and School Division Offices shall be charged against their respective office funds; and
2. All expenses are subject to existing accounting and auditing rules and regulations.

Should you have any clarification or query, please contact Ms. Erika Marie E. Daza of BHROD-HRDD at (8) 470-6630 or erika.daza@deped.gov.ph.

We count on your continued support and participation in this endeavor.

For your appropriate action.

{BHROD-HRDD/EMEDaza}

As of 04 November

ANNEX A
LIST OF ACTIVITIES AND PARTICIPANTS
Competency Modelling Workshop: Drafting of Functional Competencies

Batch 2: Finance Group
November 12-14, 2019; Rajah Soliman Hotel, Bokawkan Road, Baguio City

Central Office Representatives

Name of Participant	Office
Buena B. Wagan, Internal Auditor V or Internal Auditor IV or II	Internal Audit Service-Management Audit Division
Emilio Q. Agamanos Jr., Internal Auditor V or Internal Auditor IV or II	Internal Audit Service-Operations Audit Division
Ma. Rhunna L. Catalan, Chief or Accountant IV	Accounting Division
Accountant III or II	
Selwyn C. Briones, OIC-Chief or Administrative Officer V	Budget Division
Administrative Officer IV or II	
Sonia R. De Leon, Chief or Supervising Administrative Officer	Cash Division
Administrative Officer V or III	
Ma. Teresa S. Fulgar, Chief or Supervising Administrative Officer, Administrative Officer V or IV	ProcMS - Procurement Planning and Management Division
Adonis R. Barraquias, Chief or Supervising Administrative Officer, Administrative Officer V or IV	ProcMS - Contract Management Division
Administrative Officer V or IV	ProcMS - BAC Secretariat
Louisa S. Roberto, Chief or Supervising Administrative Officer, Administrative Officer V or IV	Employee Accounts Management Division

Regional Office Representatives

Regions I, II, IV-B, V, VII, X and CARAGA shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
Administrative Division - Cash Section	Administrative Officer V or I	1
Finance Division	Chief/Supervising Administrative Officer	1
Finance Division - Accounting Section	Accountant III, II or I	2
Finance Division - Accounting Section (Payroll Services)	Accountant II or I	1
Finance Division - Budget Section	Administrative Officer V, IV or II	2

**Identified Regional Offices may send additional 3 representatives from their selected Schools Division Office/s.*

Schools Division Office

SDO Pangasinan I, SDO Olangapo City, SDO Legazpi City, SDO Puerto Princesa City, and SDO Agusan del Norte shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
Administrative Section - Cash	Administrative Officer IV	1
Finance Services - Accounting	Accountant III Administrative Assistant III	2
Finance Services - Budget	Administrative Officer V	1

[BHRDD-HRDD/EMED_{2a}]

As of 04 November

Additional participants from SDO Mandaluyong City:

Name of Participant	Office
Marilyn Marcelo	SDO Mandaluyong - Cash Division
Lani Marca	SDO Mandaluyong - Accounting Division

Batch 3: General Administrative Group
November 19-22, 2019; Loreland Farm Resort, Antipolo City

Central Office Representatives

Name of Participant	Office
April Abegail Bacong	BHROD-Personnel Division
Melissa Salazar	
Cecilia Tiamson	BHROD-Organization Effectiveness Division
Sweetrose Albo	
Christine Altea	ProcMS-Contract Management Division
Sonia De Leon	FS-Cash Division
Rodilyn Salinas	Baguio Teachers Camp
Yolanda Pascua	
Belen Javier	PMS-Project Management Division
Beverly Berame	PAS-Communications Division

Regional Office Representatives

Region III, V, VI, VII, XII and NCR shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
Administrative Division	Chief/Supervising Administrative Officer	1
Administrative Division - Personnel Section	Administrative Officer V or IV	1
Administrative Division - Records Section	Administrative Officer V	1
Administrative Division - Asset Management Section	Administrative Officer V or I	1
Policy, Planning and Research Division	Administrative Officer II	1
Public Affairs Unit	Administrative Officer V	1

*Identified Regional Offices may send additional 3 representatives from their selected Schools Division Office/s.

Additional participants from Region III:

Name of Participant	Office
Grace Santos	DepEd Region III
Olivia Sibug	

Schools Division Office Representatives

SDO Cebu, SDO Cagayan de Oro City, SDO Las Piñas City, and SDO Manila shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
Administrative Services	Administrative Officer V	1
Administrative Services - Personnel Unit	Administrative Officer IV	1
Administrative Services - Records Unit	Administrative Officer IV	1
Administrative Services - Property Unit	Administrative Officer IV	1

[BHROD-HRDD/EMEDaza]

As of 04 November

Additional participants from SDO Pampanga and SDO Sta. Rosa City:

Name of Participant	Office
Dexter Pangilinan	SDO Pampanga
JB Manalang	
Anne Maramba	SDO Sta. Rosa City-Records Division
Simplicio Honduna	SDO Sta. Rosa City-Asset Management Division
Janice Caryl Dela Rosa	SDO Sta. Rosa City-Personnel Division
Catherine Bolintiam	SDO Sta. Rosa City-General Services Division

**Batch 4: Education, Library, and Archival Service Group
(with Math, Physical, and Biological Science)
November 26-29, 2019; within Mandaluyong City (TBA)**

Central Office Representatives

Name of Participant	Office
Jessica Brillantes	BLSS-School Sports Division
Ligaya Ilagan	BLD-Teaching and Learning Division

Regional Office Representatives

Region V, IV-B, IV-A, VII, VIII and XI shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
Human Resource Development Division	Education Program Specialist II	2
Policy, Planning and Research Division	Education Program Specialist II	1
CLMD - Learning Resource Management Section	Teaching Aids Specialist and Librarian II	2

**Identified Regional Offices may send additional 3 representatives from their selected Schools Division Office/s.*

Schools Division Office Representatives

SDO Rizal, SDO Antipolo City, SDO Tagbilaran City, SDO Leyte and SDO Davao City shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
CID - Instructional Management / District Instruction	Education Program Specialist II	1
SGOD - Social Management M&E	Senior Education Program Specialist or Education Program Specialist II	1
SGOD - Social Mobilization and Networking	Senior Education Program Specialist or Education Program Specialist II	1
SGOD - Human Resource Development	Senior Education Program Specialist or Education Program Specialist II	1
SGOD - Planning and Research	Senior Education Program Specialist	1

Additional participants from SDO Pampanga:

Name of Participant	Office
Roderick Cayan	SDO Pampanga- External Partnership Service
Bernadette Lerit	SDO Pampanga
Michelle Meija	SDO Pampanga

[BHRD-HRDD/EMEDaza]

As of 04 November

Paula Meneses	SDO Pampanga-SGOD
Jayson Santos	SDO Pampanga-HRDD

Batch 5: Medical and Health Group / Legal Group
December 03-06, 2019; within The A. Venue Hotel, Makati City

Central Office Representatives

Name of Participant	Office
Mariblanca Piatos	BLSS-School Health Division
Melanie Bernardo	LS-Investigation Division
Mark Emman Magas	
Tristan Rondolo	
Jamaica Rangiris	
Mario Laguna	
Hannah Mae Tangunan	

Regional Office Representatives

Regions II, III, V, VI, XII, CARAGA and CAR shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
Education Support Services Division - Health and Nutrition Section	Medical Officer IV Dentist III Nutritionist Dietitian II	3
Legal Unit	Attorney V Special Investigator III	2

*Identified Regional Offices may send additional 3 representatives from their selected Schools Division Office/s.

Additional participants from Regions III, IV-A, and NCR:

Name of Participant	Office
Analiza Araojo	School Health Division
Pearl Oliveth Intia	
Atnemery Gangco	Legal Division
Kelvin Matib	

Schools Division Office Representatives

SDO Albay, SDO General Santos City and SDO Baguio City shall send their respective representatives from the following units:

Office	Expected Position of Representatives	No.
SGOD - School Health and Nutrition	Medical Officer III Dentist II Nurse II	3
Legal Services	Attorney III Legal Assistant	2

Additional Participants from SDO Sta. Rosa City, SDO Pampanga and SDO Mandaluyong:

Name of Participant	Office
Gener Apostol	SDO-School Health Division

{BHRDD-HRDD/EMEDaza}

As of 04 November

Maria Victoria Bernaldez	
Ma. Arlene Cagalawan	
Jelyn Ramos	
Kenrick Villanueva	
Jonathan Mallari	SDO-Legal Division

[BHROD-HRDD/EMEDaza]

DepEd Complex, Meralco Ave., Pasig City 1600 ☎ 633-7206 📠 631-8494 🌐 www.deped.gov.ph