



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 23, 2021

**REGIONAL MEMORANDUM**

No. **000208**, s. 2021

**REVIEW OF OFFICE FUNCTIONS AND DECLARED PROCESSES  
BY THE REGIONAL OFFICES AND SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
Curriculum Implementation Division Chiefs  
All Others Concerned

1. Attached is DepEd Memorandum DM-PHROD-2021-0298 from the Office of the Undersecretary for Planning and Human Resource and Organizational Development dated April 20, 2021 requiring Regional Offices and Schools Division Offices to review the outputs made during the conduct of the Online Workshop to Review, Update, and Harmonize (RUH) Office Functions, Processes, and Services of Regional Offices and Schools Division Offices and form a Review Committee who will do the review in order to come up with the final draft of the said office processes.
2. To ensure that the review will be more comprehensive and inclusive, the Review Committee shall be composed of the following:
  - a. original participants from the Regional Office and identified Schools Division Offices who attended the first round of review (Please see Enclosure A for the list);
  - b. Members of the Quality Management System from the Curriculum and Learning Management Division (CLMD) and Curriculum Implementation Division (CID); and
  - c. CID Chiefs of the SDOs.
3. The identified members of the Review Committee are advised to access the link <https://bit.ly/DepEdOfficeFunctionsV3> to review the RUH outputs and submit the same with the new comments, suggestions, and/or modifications during the virtual meeting which shall be led by the CLMD at 9:00 am on April 26, 2021 via Zoom prior to the submission of the enhanced outputs to the Central Office on the same day.
4. For a detailed and step-by-step procedure on the conduct of the review, refer to the attached issuance which also contains additional links and references.



Government Center, Candahug, Palo, Leyte  
(053) 832-2997 | [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**ISO 9001:2015 Certified**

DepEd RO8 ATA-F22 (CY2018-v03-r00) Page 1 of 2



5. Immediate dissemination of and compliance with this Memorandum are desired.

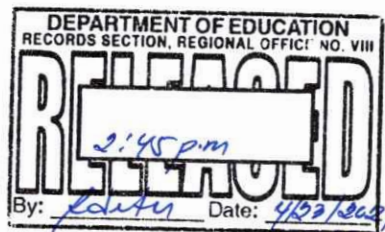
  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director 

Enclosure: As stated  
Reference: As stated

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

CURRICULUM    OFFICE FUNCTIONS, PROCESSES, AND SERVICES    REVIEW

CLMD-DME



Enclosure **A** to Regional Memorandum \_\_\_\_\_s. 2021

**ORIGINAL PARTICIPANTS TO THE ONLINE WORKSHOP TO REVIEW, UPDATE, AND  
HARMONIZE OFFICE FUNCTIONS, PROCESSES, AND SERVICES OF THE  
DEPARTMENT OF EDUCATION**

OFFICE/DIVISION	SDO SIZE CLASSIFICATION	NO. OF PARTICIPANTS
<b>RO-CLMD</b>	NA	Dr. Rosemarie M. Guino, OIC – Chief, CLMD Dr. Gertrudes C. Mabutin, EPS, CLMD Mr. Joy B. Bihag, EPS, CLMD
<b>Division of Leyte - CID</b>	large	Mrs. Felicidad T. Espinosa, CID Chief Dr. Gil T. Esplanada Jr., EPS, CID Mrs. Grace G. Villanueva, EPS, CID
<b>Division of Samar - CID</b>	medium	Dr. Antonio F. Caveiro, CID Chief Dr. Glendo T. Carido, EPS, CID Mr. Faustino M. Tobes, EPS, CID
<b>Division of Tacloban City - CID</b>	small	Dr. Mark Chester Anthony G. Tamayo, CID Chief Dr. Miguel V. Dumas Jr., EPS, CID Dr. Arnulfo Q. Banzon, EPS, CID
<b>TOTAL</b>		<b>12</b>



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY


PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

002339

DEPARTMENT OF EDUCATION <b>RECEIVED</b> RECORDS SECTION, REGIONAL OFFICE NO. VIII	
APR 22 2021	
BY: 	TIME: 10:36



MEMORANDUM  
DM-PHROD-2021-0298

TO: ALL REGIONAL DIRECTORS

FROM:  JESUS L.R. MATEO  
Undersecretary for Planning and Human Resource and Organizational Development

SUBJECT: *Review of Office Functions and Declared Processes by Regional Offices and Schools Division Offices*

DATE: 20 April 2021

OFFICE OF THE DIRECTOR IV	
Date and Time Received 22 APR 2021 11:24	Signature 
Date and Time Released 22 APR 2021 2:50	Signature 

The Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED) has conducted the Online Workshop to Review, Update and Harmonize (RUH) Office Functions, Processes and Services of Regional Offices (ROs) and Schools Division Offices (SDOs) from November to December 2020. The output of the workshop is to have an updated compendium of office functions.

Since the activity was conducted online, only a limited number of participants from ROs and SDOs were able to participate in the workshop. In this regard, we are requesting the ROs and SDOs to ensure the involvement of more people in reviewing the outputs from the said workshop through the conduct of the activities below:

1. Form a review committee led by the RO Quality Management Representative (QMR) with preferably SDO QMRs or QMS focal as members. The number of members of the review committee shall be under the discretion of the RO.
2. Revisit the Compendium of Office Functions v.2 uploaded in the link <https://tiny.cc/functionsandjds>.
3. Review the revised office functions taking into consideration the comments and suggestions derived from the workshop. The RUH outputs can be accessed through this link: <https://bit.ly/DepEdOfficeFunctionsV3>. The RO Review Committee shall review only functions of specific offices assigned to the Region. However, if the committee has suggestions on the other office's functions not assigned to them, they may do so and it will be taken into consideration. Please refer to the attached matrix for the regional assignments of functions to be reviewed.
4. Review the Key Result Areas (KRAs) taking into consideration the scope and delineation of responsibilities of offices under the RO and SDOs.

*DMO journal*  
4/22/21

5. Email the outputs along with the names of the personnel who reviewed the office functions to [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph) using the subject line: **RO & SDO Office Functions \_ (Name of Functional Division)**.

Further, we would also like to solicit recommendations for one (1) representative per Region who could be part of the Technical Working Group (TWG) that will finalize the RO and SDO office functions. We suggest that those who will be part of the RO Review Committee be prioritized in the recommendation for the TWG. Since the TWG will only be a small group, we have randomly selected the representation, as follows:

Representatives for	From
RO Level	ROs III, IV-A, CAR, VIII, X, XII, CARAGA
SDO Level	ROs I, II, IV-B, V, NCR, VI, VII, IX, XI

Some of the tasks of the TWG will be the following:

1. to endorse the final office functions and declared processes to the Regional Directors and Superintendents for vetting and approval; and
2. to assist in the finalization of the declared processes for the RO and SDO. The list of TWG members will be released through a memo and hopefully can convene the first week of May.

We hope to receive the reviewed RO & SDO office functions by **April 26, 2021**. For any inquiries/concerns, you may email the Organization Effectiveness Division at [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph).

Thank you.

### Region and Schools Division Office Assignments on Functions to be Reviewed

RO & Respective SDOs	RO Functional Divisions	SDO Functional Divisions
II	• Curriculum and Learning Management Division	• Curriculum Implementation Division
III		
VIII		
I	• Field Technical Assistance Division • Education Support Services Division	• School Governance and Operations Division
IV-A		
VI		
CARAGA		
IV-B	• Office of the Regional Director • Human Resource Development Division	• Office of the Schools Division Superintendent
V		
VII		
IX	• Quality Assurance Division • Policy, Planning and Research Division	• School Governance and Operations Division
X		
NCR		
XI	• Administrative Division • Finance Division	• OSDS – Admin. Division • OSDS – Finance Division
XII		
CAR		

[BHROD-OED/C.Tiamson]