


Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-PHROD-2021-0529

FOR : **MOHAGHER M. IQBAL**
Minister, Bangsamoro Autonomous Region in Muslim Mindanao
ALL REGIONAL DIRECTORS
PLANNING SERVICE DIRECTORS
BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS of Abra, Benguet, Kalinga, Baguio City, Pangasinan I, Pangasinan II, Batanes, Cagayan, Cauayan City, Isabela, Nueva Vizcaya, Quirino, Tuguegarao City, Nueva Ecija, Bulacan, Tarlac Province, Laguna, Rizal, Binan City, Romblon, Palawan, Marinduque, Camarines Sur, Masbate Province, Catanduanes, Himamaylan City, Escalante City, Passi City, Negros Oriental, Mandaue City, Cebu City, **Leyte, Southern Leyte, Samar, Zamboanga del Sur, Zamboanga del Norte, Zamboangs City, Dipolog City, Bukidnon, Ozamiz City, Ginggoog City, Cagayan de Oro City, Davao de Oro, Davao del Norte, Mati City, Sultan Kudarat, North Cotabato, General Santos City, Quezon City, Pasig City, Siargao, Surigao del Sur, Butuan City, Cabadbaran City, Lanao del Sur I, Maguindanao II, and Lamitan City**
ALL OTHERS CONCERNED

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

SUBJECT : **Online Consultation Workshop on School Organizational Structure and Staffing Standards**

DATE : 21 June 2021

Staying committed to contributing to DepEd organizational success, the Bureau of Human Resource and Organizational Development (BHROD) acknowledges the changes in the internal and external environments and needs of key stakeholders and focuses on organizational strengthening and development and as well as employee performance and development. Integrating school and teacher effectiveness requires the department and its organizational units to undergo the Organizational Development (OD) cycle consisting of

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Organizational Assessment. Hence, the Department of Education through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) is spearheading the review of the *School Organizational Structure and Staffing Standards*. Based on the existing issuances of DepEd and DBM, including the current school organizational structure and context, BHROD-SED has started to study and do an inventory of the school staffing per typology with the aim to provide a standardized reference. With this initiative, an initial draft on School Organizational Structure and Staffing Standards has been made.

Given this, the BHROD-SED shall be conducting a three-day *Online Consultation Workshop* to further discuss and validate the draft standards. More specifically, it also aims to:

- 1) Gather additional information on school organizational structures and staffing standards per school typology in the elementary and junior high schools;
- 2) Conduct process review of the different school tasks; and
- 3) Capture the voices of the field to ensure that policies and standards developed at the national level are responsive to the diverse needs of our learners.

The target participants for this workshop are identified in *Attachment 2, List of Participants*. School-based participants are required to bring an official copy of their respective school organizational structure, School Form 7 (SF7), and their latest Annual Implementation Plan (AIP) for reference during the workshop. For the *Indicative Program of Activities*, please refer to *Attachment 1*.

The online consultation workshop shall be conducted in three batches with specific schedules and zoom links stipulated below:

Batch	Schedule	Day 1		Day 2		Day 3	
		AM	PM	AM	PM	AM	PM
Batch 1	July 21-23, 2021	✓	✓	✓	✓	✓	
Batch 2	July 26-28, 2021	✓	✓	✓	✓	✓	
Batch 3	July 28-30, 2021		✓	✓	✓	✓	✓

Batch	Workshop Link via Zoom
Batch 1	http://bit.ly/SchOrgStructureConsultation_BATCH1
Batch 2	http://bit.ly/SchOrgStructureConsultation_BATCH2
Batch 3	http://bit.ly/SchOrgStructureConsultation_BATCH3

All workshops shall observe the following time schedules of 8:30 am to 12:00 nn for the morning sessions and 1:00 pm to 5:00 pm for the afternoon sessions. The target participants must confirm their attendance on or before the 9th day of July 2021 through this link bit.ly/SchoolOrgStructure_Confirmation.

For questions and/or clarifications, please contact Mr. Cecilio D. Peralta of BHROD-SED through his mobile phone no.: (0906) 572-6388 or via email address bhrod.sed@deped.gov.ph.

Immediate dissemination of and compliance to this Memorandum is desired.

Indicative Program of Activities

Online Consultation on School Organizational Structure and Staffing Standard		
START	END	ACTIVITY
DAY ONE		
8:30	8:45	National Anthem Prayer Introduction of Participants
8:45	9:00	Welcome Remarks
9:00	9:30	Norms/Consultation Overview/ Statement of Purpose
9:30	9:45	Breaktime
9:45	10:15	Presentation of School Organizational Structure: Clustered school
10:15	10:45	Presentation of School Organizational Structure: Small school
10:45	11:15	Presentation of School Organizational Structure: Medium school
11:15	11:45	Presentation of School Organizational Structure: Large school
12:00	13:00	Lunch Break
13:00	13:30	Presentation of School Organizational Structure: Very Large school
13:30	14:00	Presentation of School Organizational Structure: Integrated Schools
14:00	14:30	Presentation of School Organizational Structure: Private School
14:30	15:00	Open forum on the existing school organizational structure
15:00	15:15	Break Time
15:15	16:30	Activity 1: Workshop on the development of Ideal School Org Structure and Staffing Requirements
16:30	16:45	Administrative Announcement
16:45	17:00	Administrative Announcement
DAY TWO		
8:00	8:15	Prayer Energizer: Stretching Exercise
8:15	9:30	Presentation of Result of the Workload Balancing Study
9:30	10:00	Open-forum (Plenary)
10:00	10:15	Breaktime
10:15	11:00	Presentation of the Propose School Organizational Structure and Staffing Standard
11:00	12:00	Open Forum (Plenary)

12:00	13:00	Lunch Break
13:00	16:30	Activity 2: Process Review and Task Analysis
16:30	17:00	Administrative Announcement

DAY THREE

8:00	8:15	Prayer Energizer
8:15	9:15	Presentation of Output: Activity 1 and 2
9:15	9:45	Open Forum
9:45	10:00	Breaktime
10:00	10:30	Ways Forward and Closing Message
10:30	11:00	Distribution of Certificates

LIST OF PARTICIPANTS

Online Consultation on School Organizational Structure and Staffing Standard

BATCH 1

Date: July 21-23, 2021

PARTICIPANTS	REGION	SDO	SCHOOL/OFFICE
Sarah Q. Casuga	I	Region	ESSD
Jojo R. Jose	I	Pangasinan I	School Governance and Operations Division
Karren E. Torio	I	Pangasinan I	Quibaol Elementary School
Eddie Raguindin	I	Pangasinan II	School Governance and Operations Division
Reynaldo Carvajal	I	Pangasinan II	Prado National High School
Rowena Austria	I	Pangasinan II	Mantacdag Elementary School
Mariquina Casabar	I	Pangasinan II	Esperanza Elementary School
Sharmaine T. Alvarez	I	Pangasinan II	Balinguero Elementary School
Gerlyn C. Bangis	I	Pangasinan II	Cipriano P. Primicias National High School
Leonerlita F. Macaraeg	I	Pangasinan II	Eastern Pangasinan Agricultural College
Casiano Perdigones	V		Field Technical Assistance Division
Delfin Bondad	V	Camarines Sur	School Governance and Operations Division
Ebenezer Mazo	V	Camarines Sur	Odiongan Elementary School
Myla Miranda-Oli	V	Camarines Sur	Aniog Elementary School
Eva P. Leoperme	V	Camarines Sur	Turague, Sagnay, Camarines Sur
Marivic V. Cleofe	V	Camarines Sur	Sagnay Central School
To be identified	V	Masbate Province	SGOD Representative
To be identified	V	Masbate Province	School Representative
To be identified	V	Catanduanes	SGOD Representative
To be identified	V	Catanduanes	School Representative
Ronamie Vinzon	VI		Field Technical Assistance Division
Rey G. Libo-on	VI	Himamaylan City	School Governance and Operations Division
Aida Alvarez	VI	Himamaylan City	Himamaylan Central School
Cresenda G. Gayoso	VI	Himamaylan City	Aguisan Elementary School
Mark Anthony Tan	VI	Escalante City	School Governance and Operations Division
Menchie V. Lumayno	VI	Escalante City	Escalante National High School
Nescel P. Panes	VI	Passi City	School Governance and Operations Division
Rey P. Deatras	VI	Passi City	Passi National high School

PARTICIPANTS	REGION	SDO	SCHOOL/OFFICE
Romeo Daligdig	IX		FTAD
Ernesto Tardo	IX	Zamboanga del Sur	SGOD
Rosalio Conturno	IX	Zamboanga City	SGOD
Bur Husein	IX	Dipolog City	SGOD
Gorgonia S. Duayan	IX	Zamboanga del Sur	Judge Edmundo Pinga NHS Zamboanga Central School Sped Center
Lepidaptera T. Villanueva	IX	Zamboanga City	Dipolog National high School
Ma. Liza E. Valdueza	IX	Dipolog City	Katipunan National High School
Arnulfo Subebe	IX	Zamboanga del Norte	PPRD
Glenn Bisnar	XII		
To be identified	XII	General Santos City	SGOD Representative
To be identified	XII	Sultan Kudarat	SGOD Representative
To be identified	XII	North Cotabato	SGOD Representative
To be identified	XII	General Santos City	School Representative
To be identified	XII	Sultan Kudarat	School Representative
To be identified	XII	North Cotabato	School Representative
Jingle Lim	NCR		FTAD
To be identified	NCR	Pasig City	SGOD Representative
To be identified	NCR	Pasig City	School Representative
Sharon Gutierrez	NCR	Quezon City	SGOD
Joel C. Canceran	NCR	Quezon City	West Fairview High School
Commonwealth HS	NCR	Quezon City	Commonwealth High School
Proceso T. Lera	NCR	Quezon City	Batasan Hills NHS
Marites R. Santiago	NCR	Quezon City	Holy Spirit Elementary School
Private Schools			
Mary Ann Almario-Dulnuan	I	Pangasinan II	Holy Family Educational Institution
To be identified	V	SDO: Camarines Sur	to be identified
Yvonne T. Madalag	VI	Himamaylan City	San Ramon Catholic School
			Pagadian Golden School Learning Center
Nenita M. Bincal	IX	Pagadian City	
To be identified	XII	SDO	To be identified
Myrna Mantes	NCR	Pasig City	Lord's Hand Academy

BATCH 2

Date: July 26-28AM, 2021

PARTICIPANTS	REGION	SDO	SCHOOL/OFFICE
Marjory Valdez	CAR		Field Technical Assistance Division
Lorna Llanes	CAR	Abra	SGOD Representative
Corazon Quipot	CAR	Benguet	SGOD Representative
Neva Jane Atiwag	CAR	Kalinga	SGOD Representative
Eugenio P. Millare	CAR	Abra	An-Anaao Integrated School
Nestor Dalay-on	CAR	Benguet	Benguet National High School
Juvelyn Dugayon	CAR	Kalinga	Pinukpok Central School
Maybel Abrencilla	IVA		Field Technical Assistance Division
Nazareth Advento	IVA	Laguna	SGOD
Annabelle Castro	IVA	Laguna	Siniloan Elementary School
Carmelita D. Reodica	IVA	Laguna	Crisanto Guysayko Memorial Elementary School
To be identified	IVA	Binan City	SGOD Representative
To be identified	IVA	Binan City	School Representative
To be identified	IVA	Rizal	SGOD Representative
Charity A. Noble			
Heidi Anne M. Ordiales	IVA	Rizal	Angono National High School
Aurora DU. Flores			
Michael Ray Torres	IVA	Rizal	Angono Elementary School
Manolo Perez	IVB		Field Technical Assistance Division
Ringo V. Ferriol	IVB	Romblon	SGOD
Eric N. Quillip	IVB	Palawan	SGOD
Maita M. Lazares	IVB	Marinduque	SGOD
Edgar M. Firmalo	IVB	Romblon	Budiong Elementary School
Concepcion D. Verdin	IVB	Palawan	Andres Soriano Elementary School
Ma. Leonora P. Imperio	IVB	Marinduque	Sula Elementary School
Allan Villacampa	VII		Field Technical Assistance Division
Ronil D. Manayon	VII	Mandaue City	Curriculum Implementation Division
To be identified	VII	Mandaue City	School Representative
To be identified	VII	Cebu Province	SGOD Representative
Alena C. Baguio	VII	Cebu Province	Gilutongan Integrated School
To be identified	VII	Negros Oriental	SGOD Representative
To be identified	VII	Negros Oriental	School Representative
Edith Ortega	X		Field Technical Assistance Division
To be identified	X	Bukidnon	SGOD Representative
To be identified	X	Ozamiz City	SGOD Representative
To be identified	X	Gingooog City	SGOD Representative
Annabelle G. Sumo	X	Bukidnon	Nicdao Elementary School

PARTICIPANTS	REGION	SDO	SCHOOL/OFFICE
Lilibeth Abamonga	X	Ozamiz City	Ozamiz City National High School
Janice Baldelovar	X	Gingoog City	Don Restituto Baol Central School
Ronnie Mercado	XI		Field Technical Assistance Division
To be identified	XI	Davao de Oro	SGOD Representative
To be identified	XI	Davao de Oro	School Representative
Joan B. Mantog	XI	Mati City	Curriculum Implementation Division
Jose L. Barba, Jr	XI	Mati City	Mati School of Arts and Trades
To be identified	XI	Davao del Norte	SGOD Representative
Jocelyn D. Fernandez	XI	Davao del Norte	Sagayen Elementary School
Private School			
To be identified	IVA	SDO Rizal	To be identified
Charry Prime P. Manzo	IVB	Romblon	Monfort Academy
To be identified	VII	Mandaue City	Ateneo de Cebu – Sacred Heart School
Ramonita Olandesca	X	Cagayan de Oro City	Little Me
Sr Leticia B. Dotollo	XI	Mati City	Immaculate Heart of Mary Academy
Gloria P. Chiang			
Marlon Angaga	CAR	Baguio City	Baguio City St. Joseph de Mary Inc.,

BATCH 3

Date: July 28PM to July 30, 2021

PARTICIPANTS	REGION	SDO	SCHOOL/OFFICE
Marivic Somejo	II		FTAD
Elena A. Baldomar	II	Batanes	Mahato National High School
Lolita C. Unida	II	Cagayan	Ballesteros National High School
John R. Mina	II	Cauayan City	Cauayan City Science and Technology High School
Roldan A. Lopez	II	Cauayan City	Bliss Elementary School
Rhodora Tagacay	II	Isabela	Curriculum Implementation Division
Ronald M. Masiddo	II	Isabela	Manuel Moldero Sr Elementary School
Ronnie S. Bibas	II	Nueva Vizcaya	Malasin National High School
Lyn R. Catolico	II	Quirino	Human Resource Division
Noveline C. Tacata	II	Quirino	Dumabel Integrated School
Mary Flor D. Maramag	II	Tuguegarao City	Personnel Unit
Rizalino B. Tuliao	II	Tuguegarao City	Tuguegarao East Central School
Eva B. Imingan	III		Field Technical Assistance Division
Mark Anthony Calabano	III	Nueva Ecija	SGOD
Clarissa A. Cayton	III	Nueva Ecija	Salagusog Elementary School

To be identified	III	Bulacan	SGOD Representative
PARTICIPANTS	REGION	SDO	SCHOOL/OFFICE
Julie D. Francisco	III	Bulacan	Fortunato F. Halili National Agricultural High School
To be identified	III	Tarlac Province	SGOD Representative
Hazel C. Millet	III	Tarlac Province	San Felipe High School
Reynaldo Nayre	VIII		Field Technical Assistance
Loreta Lugaresca	VIII	Leyte	SGOD
Jaime Leon T. Cardona	VIII	Southern Leyte	SGOD
Clarita M. Menda	VIII	Samar	SGOD
Glenda Suyom	VIII	Leyte	School Representative
Emelito Escolano	VIII	Southern Leyte	School Representative
Jake Nino Yman	VIII	Samar	School representative
Alejandro Macadatar	Caraga		Field Technical Assistance
Rosemarie L. Olmedo	Caraga	Butuan City	SGOD
Regemie A. Alburo	Caraga	Siargao	SGOD
Rufino Reyes	Caraga	Surigao del Sur	SGOD
To be identified	Caraga	Butuan City	Butuan City School of Arts and Trades
To be identified	Caraga	Siargao	Socorro CES and Sped Center
To be identified	Caraga	Surigao del Sur	Hinatuan National High School
To be identified	BARMM		Regional Representative
To be identified	BARMM	Lanao del Sur I	Division Representative
To be identified	BARMM	Lanao del Sur I	School Representative
To be identified	BARMM	Lamitan City	Division Representative
Delhana M. Uto	BARMM	Lamitan City	Dangkalan Elementary School
To be identified	BARMM	Maguindanao II	Division Representative
To be identified	BARMM	Maguindanao II	School Representative
Private School			
To be identified	II	SDO Cagayan	School Representative
To be identified	III	Nueva Ecija	School Representative
Sr Ma. Fe Lagarto	VIII	Leyte	RVM
Rudy Abad	VIII	Southern Leyte	School Representative
To be identified	Caraga	Cabadbaran City	School Representative
To be identified	BARMM	Lanao del Sur I	School Representative

PARTICIPANTS	REGION	SDO	SCHOOL/OFFICE
Central Office			
To be identified	Central Office	Planning Service	ODIR
To be identified	Central Office	Planning Service	EMISD
To be identified	Central Office	Planning Service	PPRD
To be identified	Central Office	Planning Service	PPD
To be identified	Central Office	BHROD	HRDD
To be identified	Central Office	BHROD	HRDD
To be identified	Central Office	BHROD	HRDD
To be identified	Central Office	BHROD	OED
To be identified	Central Office	BHROD	OED
To be identified	Central Office	BHROD	OED
Resource Speakers			
1 Jonathan Diche	Central Office	Planning Service	Office of the Director Mangaldan Integrated School Sped Center
2 Jupiter L. Petilla	Region I	Pangasinan II	Esperanza Elementary School
3 Marijina Casabar	Region I	Pangasinan II	Castillo Elementary School
4 Mariel L. Paglinawan	Region V	Camarines Sur	Mati School of Arts and Trades
5 Alvielou Villanueva	Region XI	Mati City	
6 Roselyn Geñega	Region VI	Himamaylan City	Sibucao Integrated School
7 Wilma C. Manio	NCR	Quezon City	Maligaya Elementary School
8 Myrna Mantes	NCR	Pasig City	Lord's Hand Academy

Management Team			
1. Dexter N. Pante/ Rowena dela Cruz	Central Office	BHROD	SED
2. Raymond Jason Aquino	Central Office	BHROD	SED
3. Noverose Dadole	Central Office	BHROD	SED
4. Cecilio Peralta	Central Office	BHROD	SED
5. Jeric Francis Llanto	Central Office	BHROD	SED
6. Janey Rhose Diaz	Central Office	BHROD	SED