



1357

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

March 21, 2022

**REGIONAL MEMORANDUM**

No. **235**, s. 2022

**CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB DESCRIPTIONS  
OF TEACHING AND SCHOOL ADMINISTRATION  
POSITIONS VIA GOOGLE FORMS**

To: Schools Division Superintendents  
All Others Concerned

1. Attached is Memorandum (DM-HROD-2022-0324) dated 16 March 2022 with the subject: **Conduct of Online Validation of the Draft Job Descriptions of Teaching and School Administration Positions Via Google Forms.**

2. In this connection, the Schools Division Superintendents are hereby requested to identify respondents to participate in the online validation which shall run for five (5) days starting Monday, **March 21, 2022** until Friday, **March 25, 2022, 11:59PM** only with the following allocation per division:

Division	No. of Respondents
Baybay City	6
Biliran	8
Borongan City	6
Calbayog City	8
Catbalogan City	6
Eastern Samar	8
Leyte	12
Maasin City	6
Northern Samar	8
Ormoc City	8
Samar	8
Southern Leyte	8
Tacloban City	8
<b>Total</b>	<b>100</b>



3. The Schools Division Superintendent shall ensure that the selected respondents shall come from **Teachers, Master Teachers, and School Principals** with varied backgrounds in terms of specialization, tenure, proficiency, experience, among others. To ensure diversity of respondents, consider representatives from **multi-grade, Alternative Learning System (ALS), Indigenous Peoples Education (IPEd), Arabic Language and Islamic Values Education (ALIVE), Special Education (SPED), and/or Special Science teachers.**

4. The online validation form can be accessed through:  
**bit.ly/JD\_OnlineValidationForm.**

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

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

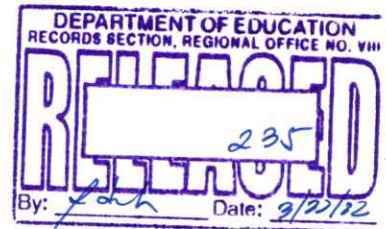
Enclosure: As stated

Reference: As stated

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

JOB DESCRIPTION  
SCHOOL ADMINISTRATION

ONLINE VALIDATION  
TEACHERS



AD-PS-EDR



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OFFICE OF THE DIRECTOR IV  
 Received 3-17-22  
 Date and Time Released  
 Signature  
 DEPARTMENT OF EDUCATION  
 REGION VIII, EASTERN VISAYAS  
**RECEIVED**  
 3/17/22  
 Date / Tracking No.  
 Signature

MEMORANDUM  
DM-HROD-2022-0324

REGIONAL OFFICE  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT  
 \* DATE 3/18/22 TIME 10:09 am  
 SIGNATURE

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

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

SUBJECT : CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB  
DESCRIPTIONS OF TEACHING AND SCHOOL  
ADMINISTRATION POSITIONS VIA GOOGLE FORMS

DATE : 16 March 2022

In its continuous effort to ensure that the organization and its manpower are responsive to challenges and opportunities focused on the delivery of quality, accessible, relevant, and liberating basic education, the Department of Education (DepEd) has initiated a review of one of the core components of its overall strategic Human Resource Management System, the Recruitment, Selection, and Placement (RSP) system. This review is in line with the Department's commitment to adopt consistency of standards and required competencies in all positions pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 14 s. 2018 otherwise known as the *Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)* which encourages agencies to set specific or higher standards and required competencies for their positions.

In this light, the Bureau of Human Resource and Organizational Development (BHROD), together with Philippine Normal University - Research Center for Teacher Quality (PNU-RCTQ), is spearheading the revision of the Qualification Standards of teaching and school administration positions. This initiative includes creation of **Job Descriptions (JDs) with Job Summaries** of the aforementioned positions. Given this activity, the BHROD-SED shall conduct an *Online Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals*. This online validation aims to collect valuable insights from the teachers

and school administrators and validate the accuracy of the draft job descriptions in relation to their actual work, duties, and role and responsibilities. The validation shall allow the BHROD to further improve the articulation of the job descriptions of these school-based positions.

The online validation shall be administered via Google Forms and can be accessed here: [bit.ly/JD OnlineValidationForm](https://bit.ly/JDOnlineValidationForm). The online validation form shall run for five (5) days starting Monday, 21 March until Friday, 25 March 2022. Responses shall only be accepted until 11:59 PM on the last day.

In view of the foregoing, each Regional Office (RO) shall select 100 respondents only from their respective regions to answer the online validation form while ensuring that the above-mentioned positions are well-represented. It is recommended that ROs consider teachers, master teachers, and school principals with varied backgrounds in terms of specialization, tenure, proficiency, experiences, among others. Furthermore, ROs are also recommended to include multi-grade, Alternative Learning System (ALS), Indigenous Peoples Education (IPEd), Arabic Language and Islamic Values Education (ALIVE), Special Education (SPED), and/or Special Science teachers to ensure diversity of respondents.

For queries and concerns, kindly course through Ms. Marian M. Efondo of BHROD-SED at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph).

For immediate dissemination and appropriate action.

[BHROD-SED/Lazaro]