



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

July 30, 2025

OFFICE MEMORANDUM

AD-2025- **380**

**WORKSHOP ON REDEFINING JOB ROLES OF REGIONAL OFFICE
NON-TEACHING POSITIONS (CLUSTER 1&2)**

To: Regional Functional Division Chiefs
All Others Concerned

1. With reference to Memorandum DM-OUHROD-2025-1855 re Workshop on Redefining Job Roles of Regional Office Non-Teaching Positions (Cluster 1&2), the incumbents of the following positions are expected to attend:

Cluster	Schedule/Venue	Functional Division/Section	Participant/Incumbent of Positions to be reviewed
1	August 5-8, 2025 DepEd Ecotech, Cebu City	Asset Management Section	Administrative Officer I
		Cash Section	Administrative Officer I
		Procurement Unit	Administrative Officer IV
2	September 16-19, 2025 DepEd Ecotech, Cebu City	Legal Unit	Special Investigator III
		ESSD-Education Facilities Division	Draftsman II
		Chief Education Supervisor	HRDD-NEAP Region

2. Participants are requested to accomplish the online pre-registration through the link: <https://tinyurl.com/JDReviewRO>.

3. Other details are found in the enclosed Memorandum.
4. For information, guidance, and compliance.

AD-PS-EDR

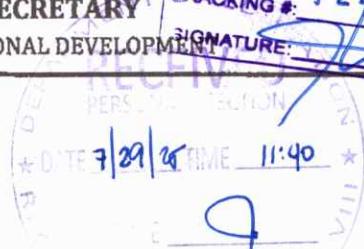


EVELYN R. FETALVERO, CESO III
Regional Director



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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENTDEPARTMENT OF EDUCATION
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MEMORANDUM

DM-OUHROD-2025-1855

TO : ALL REGIONAL DIRECTORS
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **WORKSHOP ON REDEFINING JOB ROLES OF REGIONAL OFFICE
NON-TEACHING POSITIONS (CLUSTER 1 & 2)**

DATE : 08 July 2025

Pursuant to the Civil Service Commission's Memorandum Circular No. 14, s. 2018, titled *Omnibus Rules on Appointments and Other Human Resource Actions*, which serves as the legal framework for the appointment, promotion, and other human resource actions within government agencies, ensuring transparency, fairness, and meritocracy, the Department of Education (DepEd) established the DepEd Order No. 019, s. 2022 or the *Department of Education Merit Selection Plan*, which tailors the policy to operationalize the merit, fitness, and equality within the agency. It underscores the importance of job descriptions in facilitating the screening and evaluation of applicants, ensuring that only candidates meeting established standards are selected for teaching, related-teaching, and non-teaching positions.

In this regards the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED), in its commitment to strengthen the human resource systems and ensuring that its workforce remains efficient and responsive to the agency's mandate of delivering quality basic education will conduct a two-cluster **Workshop on Redefining Job Roles of Regional Office (RO) Non-Teaching Positions**. Below is the indicative schedule and venues for the workshops:

Cluster	Schedule/Venue	Job Groups per Functional Division to be Reviewed
1	August 5-8, 2025 DepEd Ecotech, Cebu City	<ul style="list-style-type: none"> Administrative Division <ul style="list-style-type: none"> Office of the Chief, AMS, Cash, Personnel, Records, GSU, ProcU Finance Division <ul style="list-style-type: none"> Office of the Chief, Accounting and Budget Sections
2	September 16-19, 2025	<ul style="list-style-type: none"> Office of the Regional Director

Cluster	Schedule/Venue	Job Groups per Functional Division to be Reviewed
	DepEd Ecotech, Cebu City	<ul style="list-style-type: none"> Curriculum and Learning Management Division Education Support Services Division Field Technical Assistance Division Quality Assurance Division Human Resource and Development Division Policy, Planning and Research Division

This is a strategic response to the need for updated and clearly defined job descriptions that reflect the evolving functions and responsibilities of non-teaching personnel in the Regional Offices. Hence, this two-cluster workshop aims to:

- ✓ review and update job descriptions to ensure clarity, relevance, and alignment with DepEd's strategic directions and priorities;
- ✓ eliminate redundancy and overlapping functions across governance levels;
- ✓ support strategic workforce management planning and career development pathways;
- ✓ enhance institutional knowledge and promote a culture of accountability and performance.

Participants from the RO must be incumbents of the positions listed in **Annex A (Official list of Participants)**. For activity details, kindly refer to **Annex B (Program Design)**.

Regional Directors (RD) and Functional Divisions Chief shall send qualified delegates to participate in the clustered-workshop to perform the following tasks:

- ✓ serve as subject matter experts in their respective positions to review and refine existing job descriptions, utilizing their specialized expertise, extensive experience, and familiarity with the job;
- ✓ provide valuable insights through individual task evaluations, in-depth interviews during breakout sessions; and
- ✓ leverage their administrative, operational, and supervisory experiences to pinpoint redundant or unclear duties in the existing job descriptions and align duties and responsibilities to the DepEd mission, vision, and goals.

All participants are requested to accomplish the online pre-registration through this link: <https://tinyurl.com/JDReviewRO> on or before **July 25, 2025**.



Moreover, kindly take note of the following administrative and logistical arrangements:

	Day 1	Day 2	Day 3	Day 4
Breakfast			✓	✓
AM Snacks		✓	✓	✓
Lunch		✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

1. The program will begin on **Day 1** at 1:00 pm. Participants may check in at 2:00 P.M.;
2. The last meal will be lunch on **Day 4**. Participants are expected to check out at 12:00 P.M.;
3. Board and lodging of all participants shall be charged against GASS funds under Activity Code AC-25-BHROD-OED-GASS-2-015 (Cluster 1) and AC-25-BHROD-OED-GASS-2-016 (Cluster 2), while travelling and other miscellaneous expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations; and
4. Participants are requested to bring their own laptops and extension cords for the workshop.

Should you have further questions or clarifications, please feel free to contact **Ms. Pia P. Pangilinan-Eugenio** or **Ms. Asmen Halog-Rufo** of the BHROD-OED through email at **bhrod.oed@deped.gov.ph** or on the telephone number **(02) 8633-5375**.

For your guidance and appropriate action.

BHROD-OED/PPangilinan



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ANNEX A: OFFICIAL LIST OF PARTICIPANTS

WORKSHOP ON REDEFINING JOB ROLES OF RO NON-TEACHING PERSONNEL (CLUSTER 1)

August 5-8, 2025 | DepEd Ecotech, Cebu City

Functional Division/Sections	Participants/ Incumbents of Positions to be reviewed	No. of Participants per DepEd RO
Office of the Regional Director	Estela L. Cariño, Regional Director Salustiano T. Jimenez, Regional Director	CAR - 1 ROVII - 1
	Kathrine H. Lotilla, OIC - Assistant Regional Director	RO XII - 1
Administrative Division	Chief Administrative Officer	RO IVA - 1 RO III - 1
	Supervising Administrative Officer	RO IVB - 1 RO V - 1
Asset Management Section	Administrative Officer V	RO II - 1 RO VI - 1
	Administrative Officer I	RO VII - 1 RO VIII - 1
Cash Section	Administrative Officer V	RO III - 1 RO IX - 1
	Administrative Officer I	RO VIII - 1
Personnel Section	Administrative Officer V	RO I - 1 RO X - 1
	Administrative Officer IV	RO IVA - 1 RO X - 1
	Teacher Credentials Evaluator II	RO XI - 1 RO XII - 1
Payroll services	Administrative Officer II	RO IVB - 1 RO V - 1
Records Section	Administrative Officer V	RO V - 1 RO VII - 1
General Service Unit	Administrative Officer IV	RO IX - 1 RO XII - 1
	Administrative Assistant III	RO I - 1
Procurement Unit	Administrative Officer IV	RO I - 1 RO VIII - 1
	Administrative Officer II	RO IVA - 1
Finance Division	Chief Administrative Officer	RO X - 1 CARAGA - 1
	Supervising Administrative Officer	RO VI - 1 RO IX - 1
Accounting Section	Accountant III	CAR - 1 NCR - 1
	Accountant II	RO II - 1
	Accountant I	NCR - 1

Functional Division/Sections	Participants/ Incumbents of Positions to be reviewed	No. of Participants per DepEd RO
Payroll services	Accountant II	RO VI - 1 RO XI - 1
	Accountant I	RO III - 1
Budget Section	Administrative Officer V	CARAGA - 1 CAR - 1
	Administrative Officer IV	RO VII - 1
	Administrative Officer II	RO IV-B - 1 NCR - 1
Central Office	OUHROD	1
	BHROD-Odir	2
	BHROD-HRDD	2
	BHROD-OED	5
Total Participants		56



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ANNEX A: OFFICIAL LIST OF PARTICIPANTS

WORKSHOP ON REDEFINING JOB ROLES OF RO NON-TEACHING PERSONNEL (CLUSTER 2)

September 16-19, 2025 | DepEd Ecotech, Cebu City

Functional Division/Sections	Participants/ Incumbents of Positions to be reviewed	No. of Participants per DepEd RO
Office of the Regional Director	Arturo B. Bayocot, Regional Director	RO X -1
	Bebiano I. Sentillas – Asstn. Regional Director	RO V -1
	Cherrylou D. Repia – Assistn. Regional Director	RO IVB -1
	Administrative Assistant III	NCR -1 RO IVB -1
Legal Unit	Attorney IV	CAR -1
	Attorney III	RO VII -1
	Special Investigator III	CARAGA-1 RO VIII -1
	Legal Assistant II	RO II -1 CAR -1
ICT Unit	Information Technology Officer I	RO IX -1 RO V -1
	Computer Programmer II	CAR -1
Public Affairs Unit	Administrative Officer V	CARAGA -1 RO VI -1
	Project Development Officer II	RO II -1
CLMD	Chief Education Supervisor	RO4B -1
	Administrative Assistant I	RO I -1
CLMD-LRMD Section	Education Program Supervisor	RO III -1
	Librarian II	RO III -1 RO VI -1
	Teaching Aids Specialist	RO VI -1 CAR -1
ESSD	Chief Education Supervisor	CARAGA -1
	Administrative Assistant I	CARAGA -1
ESSD- Health and Nutrition Section	Medical Officer IV	RO IVA -1 RO II -1
	Dentist III	RO VII -1 RO IVB -1
	Nutritionist-Dietitian II	RO III -1 RO X -1
ESSD- Education Facilities Section	Engineer III	RO V -1 RO XI -1

Functional Division/Sections	Participants/ Incumbents of Positions to be reviewed	No. of Participants per DepEd RO
	Draftsman II	RO I -1 RO VIII -1
ESSD-Special Programs and Projects Section	Project Development Officer IV	NCR -1 RO X -1
	Project Development Officer II	RO I -1 RO XI -1
FTAD	Chief Education Supervisor	RO4A -1
	Administrative Assistant I	ROXII -1
QAD	Chief Education Supervisor	ROXII -1
	Administrative Assistant I	RO IX -1
HRDD-NEAP Region	Chief Education Supervisor	ROVIII -1
	Dormitory Manager II	NCR -1 ROXII -1
	Administrative Assistant III <ul style="list-style-type: none"> • NEAP RO4A-Malvar • NEAP NCR Marikina 	ROIVA -1 NCR -1
PPRD	Chief Education Supervisor	ROIX -1
	Planning Officer III	ROIII -1 ROXII -1
	Administrative Officer II	NCR -1 RO VII -1
	Statistician I	ROIVA -1 ROII -1
Central Office	OUHROD	1
	BHROD-Odir	2
	BHROD-HRDD	2
	BHROD-OED	5
Total Participants		63



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ANNEX B: PROGRAM DESIGN

Workshops on Redefining Job Roles of the REGIONAL OFFICE

Non-Teaching Positions – CLUSTER 1

August 5-8, 2025 | DepEd Ecotech, Cebu City

Program Objective:

To develop and update the job description of RO Non-Teaching positions, addressing gaps in clarity, consistency, and relevance of roles and functions within and across DepEd governance levels.

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
DAY 1: Tuesday		
8:00AM – 12:00PM	<i>Travel Time</i>	
1:00PM Meals: 3:00pm -Snacks 6:00pm -Dinner	<i>Registration</i> <i>Preliminaries</i> <i>National Anthem</i> <i>Invocation</i> <i>Introduction of Participants</i> <i>Assign Groupings</i>	<i>Groupings</i>
DAY 2: Wednesday		
AM Meals: 06:00am - Breakfast 08:00am - Program proper 10:30am - Health Break 12:00pm - Lunch	<i>Prayer</i> <i>Opening Message from BHROD Director</i> <i>Context of the Workshop</i> <i>Program Objectives</i> <i>Workshop 1:</i> <ul style="list-style-type: none"> Provide workshop mechanics, templates and database in redefining the roles & function; Review the existing JD; and Draft the revision 	<i>Drafted duties and responsibilities under the following offices:</i> <ul style="list-style-type: none"> Admin Division (Office of the Chief, AMS, Cash, Personnel, Records, GSU, Proc Unit) Finance Division (Office of the Chief, Accounting and Budget Sections)
PM 01:00pm- Program Proper 3:00pm - Health Break 6:00pm -Dinner	<i>Energizer</i> <i>Continuation of Workshop 1:</i> <ul style="list-style-type: none"> Review the existing JD; and Draft the revision 	
DAY 3: Thursday		
AM Meals: 06:00am - Breakfast	<i>Prayer</i> <i>Energizer</i> <i>Workshop 2:</i>	<i>Updated draft duties and responsibilities under the following offices:</i>

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
<i>10:30am - Health Break 12:00pm - Lunch</i>	<ul style="list-style-type: none"> • Plenary Presentation and Critiquing of the drafted Job Descriptions 	<ul style="list-style-type: none"> • Admin Division (Office of the Chief, AMS, Cash, Personnel, Records, GSU, Proc Unit)
<i>PM Meals: 01:00pm- Program Proper 3:00pm -Snacks 6:00pm -Dinner</i>	<p><i>Energizer</i></p> <p><i>Continuation of Workshop 2:</i></p> <ul style="list-style-type: none"> • Plenary Presentation and Critiquing of the drafted Job Descriptions 	<ul style="list-style-type: none"> • Finance Division (Office of the Chief, Accounting and Budget Sections)
DAY 4: Friday		
<i>AM Meals: 06:00am - Breakfast 10:30am - AM Snacks 12:00pm - Lunch</i>	<p><i>Prayer</i></p> <p><i>Energizer</i></p> <p><i>Continuation of Workshop 2:</i></p> <ul style="list-style-type: none"> • Plenary Presentation and Critiquing of the draft job descriptions <p><i>Ways Forward</i></p> <p><i>Closing Remarks</i></p> <p><i>Accomplish Workshop Evaluation</i></p> <p><i>Distribution of Certificates</i></p>	<p><i>Updated draft duties and responsibilities under the following offices:</i></p> <ul style="list-style-type: none"> • Finance Division- Budget Sections <p><i>Agreements/Next steps</i></p>
END OF WORKSHOP		

Workshops on Redefining Job Roles of the REGIONAL OFFICE
Non-Teaching Positions – CLUSTER 2
September 16-19, 2025 | DepEd Ecotech, Cebu City

Program Objective:

To develop and update the job description for the RO Non-Teaching positions, addressing gaps in clarity, consistency, and relevance of roles and functions within and across DepEd governance levels.

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
DAY 1: Tuesday		
8:00AM - 12:00PM	<i>Travel Time</i>	
1:00PM Meals: 3:00pm -Snacks 6:00pm -Dinner	<i>Registration Preliminaries</i> <i>National Anthem</i> <i>Invocation</i> <i>Introduction of Participants</i> <i>Assign Groupings</i>	<i>Groupings</i>
DAY 2: Wednesday		
AM Meals: 06:00am - Breakfast 08:00am - Program proper 10:30am - Health Break 12:00pm - Lunch	<i>Prayer</i> <i>Opening Message from BHROD Director</i> <i>Context of the Workshop</i> <i>Program Objectives</i> Workshop 1: <ul style="list-style-type: none"> • Provide workshop mechanics, templates and database in redefining the roles & function; • Review the existing JD; and • Draft the revision 	<i>Drafted duties and responsibilities under the following offices:</i> <ul style="list-style-type: none"> • ORD • CLMD • ESSD • FTAD • QAD • HRDD • PPRD
PM 01:00pm- Program Proper 3:00pm - Health Break 6:00pm -Dinner	<i>Energizer</i> <i>Continuation of Workshop 1:</i> <ul style="list-style-type: none"> • Review the existing JD; and • Draft the revision 	
DAY 3: Thursday		
AM Meals: 06:00am - Breakfast 10:30am - Health Break 12:00pm - Lunch	<i>Prayer</i> <i>Energizer</i> Workshop 2: <ul style="list-style-type: none"> • Plenary Presentation and Critiquing of the drafted Job Descriptions 	<i>Updated draft duties and responsibilities under the following offices:</i> <ul style="list-style-type: none"> • ORD • CLMD • ESSD • FTAD • QAD
PM Meals: 01:00pm- Program Proper 3:00pm -Snacks 6:00pm -Dinner	<i>Energizer</i> <i>Continuation of Workshop 2:</i> <ul style="list-style-type: none"> • Plenary Presentation and Critiquing of the drafted Job Descriptions 	
DAY 4: Friday		

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
AM <i>Meals:</i> 06:00am - Breakfast 10:30am - AM Snacks 12:00pm - Lunch	<p><i>Prayer Energizer</i></p> <p><i>Continuation of Workshop 2:</i></p> <ul style="list-style-type: none"> • <i>Plenary Presentation and Critiquing of the draft job descriptions</i> <p><i>Ways Forward</i> <i>Closing Remarks</i> <i>Accomplish Workshop Evaluation</i> <i>Distribution of Certificates</i></p>	<p><i>Updated draft duties and responsibilities under the following offices:</i></p> <ul style="list-style-type: none"> • <i>HRDD</i> • <i>PPRD</i> <p><i>Agreements/Next steps</i></p>
END OF WORKSHOP		