



1440

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

October 29, 2025

**REGIONAL MEMORANDUM**

HRRD-2025-1440

**REITERATION ON THE CONDUCT OF THE VALIDATION WORKSHOP ON  
SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING  
STANDARDS (SOSSS) WITH REGIONAL AND  
SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendent } Tacloban City  
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2025-3011 from Undersecretary Wilfredo E. Cabral, Human Resource and Organizational Development, dated October 24, 2025, regarding the conduct of the Validation Workshop on School Organizational Structure and Staffing Standards (SOSSS) with Regional and Schools Division Offices on November 3-5, 2025, at EcoTech Center, Cebu City.

2. In line with this, the Office, through the Human Resource Development Division (HRDD), directs the concerned Regional Functional Division and Schools Division Office (SDO) to facilitate and ensure the active participation and full attendance of the identified participants below in the said activity.

| Name                  | Position            | Office/Division |
|-----------------------|---------------------|-----------------|
| Fe M. Gerona          | Accountant III      | Regional Office |
| Mary Phoebe C. Quiban | Medical Officer III | Tacloban City   |

3. Should the identified participant be unavailable, the concerned office or division may designate a representative who possesses the necessary background and expertise to meaningfully contribute to the objectives of the activity.

4. Travel expenses, per diem, and other incidental expenses of the identified participants shall be chargeable against local funds, subject to the usual accounting and auditing rules and regulations.

5. Additional details and information relative to the conduct of the abovementioned activity are provided in the attached communication.

6. Immediate dissemination of this Memorandum is desired.

**RONALO AL K. FIRMO PhD, CESO IV**  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director



By:

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Enclosures: As stated

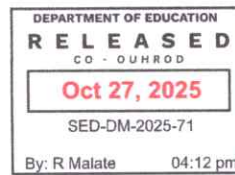
References: As stated

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

VALIDATION WORKSHOP

SOSSS

HRDD-TJCP



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2025-3011

FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM : **WILFREDO E. CABRAL**  
E-signed by  
Wilfredo Cabral  
27 Oct 2025, 4:04:11 PM  
Undersecretary for Human Resource and  
Organizational Development

SUBJECT : **VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL  
STRUCTURE AND STAFFING STANDARDS (SOSSS) WITH REGIONAL  
OFFICES AND SCHOOLS DIVISION OFFICES**

DATE : 24 October 2025

The Human Resource and Organizational Development (HROD) Strand is spearheading the development of the **School Organizational Structure and Staffing Standards (SOSSS)**, a proposed policy that will define the organizational structure and staffing requirements of schools.

In line with this, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) will conduct a **Validation Workshop with Regional Offices and Schools Division Offices Representatives** on **November 3-5, 2025** at DepEd Ecotech Center, Cebu City. The workshop aims to gather insights on the feasibility and the required implementation arrangements of the SOSSS prototypes for the alignment of existing school processes, programs, and services.

For complete details of the activity, please refer to the attached documents:

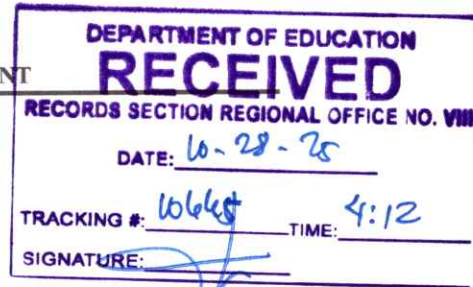
- **Annex A** - Administrative Arrangements
- **Annex B** - List of Participants
- **Annex C** - Indicative Program of Activities

For clarifications and concerns, you may coordinate with **Mr. Christopher Devera** or **Ms. Janey Rhose Diaz** of **BHROD-SED** through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397 / 0916-606-2667.

For your appropriate action.

#### Copy Furnished:

OFFICE OF THE SECRETARY, Department of Education



## Annex A – Administrative Arrangements

### Pre-Work Activity

- To support the workshop activities, participants are requested to accomplish the pre-work activity on or before October 30, 2025 for consolidation. The activity may be accessed through this link: [bit.ly/Pre-workSOSSSRO\\_SDO](https://bit.ly/Pre-workSOSSSRO_SDO)

### Expenses

- The board and lodging expenses for the program management team and field participants shall be charged against **AC-25-BHROD-SED-GASS-2-024**.
- Travel Expenses of the participants shall be charged against **local funds**.

### Room and Meal Arrangements

For board and lodging and meal arrangement, kindly refer to the table below:

| Date                        | Lodging | Breakfast | AM Snack | Lunch | PM Snack | Dinner |
|-----------------------------|---------|-----------|----------|-------|----------|--------|
| November 3, 2025<br>(Day 1) | ✓       | x         | ✓        | ✓     | ✓        | ✓      |
| November 4, 2025<br>(Day 2) | ✓       | ✓         | ✓        | ✓     | ✓        | ✓      |
| November 5, 2025<br>(Day 3) | x       | ✓         | ✓        | ✓     | x        | x      |

- Check-in shall begin at 2:00 pm and Check-out by 12:00 noon.
- No extension or early accommodation shall be allowed other than the provided schedule.

### Confirmation of Attendance

For confirmation of attendance, please register on or before October 28, 2025 using this link: [bit.ly/SOSSSFY25RO\\_SDO](https://bit.ly/SOSSSFY25RO_SDO). Kindly refer to **Annex B** for the List of Participants.

- For RO participants: An authorized representative from the identified office is allowed in cases of unavailability of the pre-identified participant.
- For SDO Participants: replacements will be made by the Regional Office.

### Contact Details

- Contact Person: Ms. Janey Rose Diaz, Administrative Assistant II (ADAS II), BHROD-SED
- Contact Details: [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) / (02) 8633-5397

## Annex B – List of Participants

### Regional Office (RO)

| No. | Region | Division/Office                                  | Position                       | No. of Pax |
|-----|--------|--|--------------------------------|------------|
| 1.  | NCR    | ESSD-Special Programs and Projects Section       | Project Development Officer IV | 1          |
| 2.  | III    | ESSD- Health and Nutrition Section               | Medical Officer IV             | 1          |
| 3.  | IV-A   | Policy, Planning and Research Division           | Planning Officer III           | 1          |
| 4.  | V      | Administrative Division-Cash Section             | Administrative Officer V       | 1          |
| 5.  | VI     | Finance Division-Budget Section                  | Administrative Officer V       | 1          |
| 6.  | VIII   | Finance Division-Accounting Section              | Accountant III                 | 1          |
| 7.  | IX     | ESSD-Education Facilities Section                | Engineer III                   | 1          |
| 8.  | X      | Curriculum and Learning Management Division      | Chief Education Supervisor     | 1          |
| 9.  | XI     | Administrative Division-Asset Management Section | Administrative Officer V       | 1          |
| 10. | CARAGA | LRMD Section                                     | Education Program Supervisor   | 1          |

### Schools Division Office (SDO)

| No. | Region | SDO               | Office  | Position                            | No. of Pax |
|-----|--------|-------------------|---|-------------------------------------|------------|
| 1   | CAR    | Baguio City       | CID - Learning Resources (LR) Management                            | Education Program Supervisor        | 1          |
| 2   | NCR    | Muntinlupa City   | OSDS - Administrative Unit (Procurement)                            | Administrative Officer IV           | 1          |
| 3   | NCR    | Valenzuela City   | CID - Instructional Management / District Instructional Supervision | Public Schools District Supervisor  | 1          |
| 4   | NIR    | Sipalay City      | OSDS - Administrative Unit (Property)                               | Administrative Officer IV           | 1          |
| 5   | CARAGA | Surigao Del Norte | SGOD -Education Facilities  | Engineer III                        | 1          |
| 6   | I      | Dagupan City      | SGOD -Social Mobilization and Networking                            | Senior Education Program Specialist | 1          |
| 7   | II     | Cagayan           | OSDS - Finance Unit (Budget)  | Administrative Officer V            | 1          |
| 8   | III    | Pampanga          | OSDS - Administrative Unit (Personnel)                              | Administrative Officer IV           | 1          |
| 9   | IV-A   | Imus City         | CID - Instructional Management / District Instructional Supervision | Public Schools District Supervisor  | 1          |
| 10  | IV-A   | Cavite            | SGOD-School Management M&E  | Senior Education Program Specialist | 1          |

|    |      |                      |  |                                     |   |
|----|------|----------------------|--|-------------------------------------|---|
| 11 | IV-B | Puerto Princesa City | OSDS - ICT Unit                        | Information Technology Officer I    | 1 |
| 12 | V    | Camarines Norte      | CID                                    | Chief Education Supervisor          | 1 |
| 13 | V    | Naga City            | SGOD -Human Resource Development       | Senior Education Program Specialist | 1 |
| 14 | VI   | Roxas City           | OSDS - Administrative Unit             | Administrative Officer V            | 1 |
| 15 | VII  | Cebu Province        | OSDS - Administrative Unit (Personnel) | Administrative Officer IV           | 1 |
| 16 | VII  | Bohol                | OSDS - Administrative Unit (Cash)      | Administrative Officer IV           | 1 |
| 17 | VIII | Tacloban             | SGOD-School Health and Nutrition       | Medical Officer III                 | 1 |
| 18 | IX   | Zamboanga Sibugay    | SGOD                                   | Chief Education Supervisor          | 1 |
| 19 | X    | Cagayan de Oro City  | OSDS - Finance Unit (Accounting)       | Accountant III                      | 1 |
| 20 | XI   | Davao De Oro         | SGOD-Planning and Research             | Senior Education Program Specialist | 1 |
| 21 | XII  | Kidapawan City       | OSDS - Administrative Unit (Records)   | Administrative Officer IV           | 1 |

**Annex C – Indicative Program of Activities**  
**November 3-5, 2025**

| Date                    | Start Time   | End Time | Session Topic/Activity  |
|-------------------------|--------------|----------|---|
| <b>November 3, 2025</b> | <b>DAY 1</b> |          |   |
|                         | 1:00 pm      | 1:30 pm  | <ul style="list-style-type: none"> <li>Preliminaries<br/>Prayer   House Norms   Ice Breaker</li> </ul>                    |
|                         | 1:30 pm      | 2:30 pm  | <ul style="list-style-type: none"> <li>Session 1: Overview of the School Structure and Staffing Standards</li> </ul>      |
|                         | 2:30 pm      | 3:30 pm  | <ul style="list-style-type: none"> <li>Session 2: Presentation of Salient Features of JMC and Draft DO</li> </ul>         |
|                         | 3:30 pm      | 5:00 pm  | <ul style="list-style-type: none"> <li>Session 3: Breakout Activity: Draft DO Validation</li> </ul>                       |
|                         | 5:00 pm      | 5:15 pm  | <ul style="list-style-type: none"> <li>Day 1 Closing<br/>Summary and Reminders</li> </ul>                                 |
| <b>November 4, 2025</b> | <b>DAY 2</b> |          |   |
|                         | 8:00 am      | 8:15 am  | <ul style="list-style-type: none"> <li>Preliminaries<br/>Prayer   House Norms   Ice Breaker</li> </ul>                    |
|                         | 8:15 am      | 9:05 am  | <ul style="list-style-type: none"> <li>Session 4: Group Presentation</li> </ul>   |
|                         | 9:05 am      | 9:20 am  | <ul style="list-style-type: none"> <li>BREAK</li> </ul>   |
|                         | 9:20 am      | 10:20 am | <ul style="list-style-type: none"> <li>Session 5: Plenary Discussion on Consolidated Validation Matrix</li> </ul>         |
|                         | 10:20 am     | 10:30 am | <ul style="list-style-type: none"> <li>BREAK</li> </ul>   |
|                         | 10:30 am     | 11:30 am | <ul style="list-style-type: none"> <li>[cont.] Session 5: Plenary Discussion on Consolidated Validation Matrix</li> </ul> |
|                         | 11:30 am     | 1:00 am  | <ul style="list-style-type: none"> <li>LUNCH BREAK</li> </ul>   |
|                         | 1:00 pm      | 1:05 pm  | <ul style="list-style-type: none"> <li>Day 2 Morning Recap and overview of afternoon schedule</li> </ul>                  |
|                         | 1:05 am      | 1:10 am  | <ul style="list-style-type: none"> <li>Ice Breaker</li> </ul>   |
|                         | 1:10 pm      | 3:25 pm  | <ul style="list-style-type: none"> <li>[cont.] Session 5: Plenary Discussion on Consolidated Validation Matrix</li> </ul> |
|                         | 3:25 pm      | 3:40 pm  | <ul style="list-style-type: none"> <li>BREAK</li> </ul>   |
|                         | 3:40 pm      | 5:00 pm  | <ul style="list-style-type: none"> <li>Session 6: Breakout Activity: Job Summary Validation</li> </ul>                    |
|                         | 5:00 pm      |          | <ul style="list-style-type: none"> <li>Day 2 Closing<br/>Summary and Reminders</li> </ul>                                 |
| <b>November 5, 2025</b> | <b>DAY 3</b> |          |   |
|                         | 7:30 am      | 7:45 am  | <ul style="list-style-type: none"> <li>Preliminaries<br/>Prayer   House Norms   Ice Breaker</li> </ul>                    |
|                         | 7:45 am      | 8:45 am  | <ul style="list-style-type: none"> <li>Session 7: Group Presentation</li> </ul>   |
|                         | 8:45 am      | 9:00 am  | <ul style="list-style-type: none"> <li>BREAK</li> </ul>   |
|                         | 9:00 am      | 11:00 am | <ul style="list-style-type: none"> <li>Session 8: Plenary Discussion</li> </ul>   |
|                         | 11:00 am     | 12:00 pm | <ul style="list-style-type: none"> <li>Closing Activities</li> </ul>  |