



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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Date: 03-21-22
 By: [Signature] 4:15pm

Office of the Schools Division Superintendent

March 21, 2022

DIVISION MEMORANDUM

No. 377, s. 2022

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

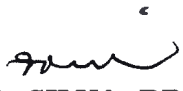
To: Assistant Schools Division Superintendent
 Chief Education Supervisor, Curriculum Implementation Division
 Chief Education Supervisor, Schools Governance and Operations Division
 Education program Supervisors
 Public Schools District Supervisors
 School Heads
 Concerned Personnel

1. This is in reference to Memorandum DM – HROD – 2022-034 dated March 16, 2022 and Regional Memorandum dated March 18, 2022 relative to the Conduct of Online Validation of the Draft Job Descriptions of Teaching and School Administration Positions via Google Forms.
2. The Department of Education has initiated a review on Recruitment, Selection, and Placement (RSP) system as one of the core components of Human Resource Management 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.
3. In this light, the following personnel are hereby advised to participate in the Online Validation of the Draft Job Description of Teachers, Master Teachers, and School Principals:

Name	School	District
Lynelle Joy T. Dayaganon	Gatong ES	Talaingod
Leonora G. Saligumba	Gupitan IS	Langilan
Hidelisa Oberero	Sto. Tomas NHS	Sto. Tomas West
Florence Malinao	ALS Mobile Teacher	
Sagera Pigan	Cabaywa ES	Asuncion
Karina Joy B. Baldomar	Maniki CES	Kapalong East
Janice Fernandez	Sagayen NHS	Asuncion
Christopher Gonzales	Sawata Ernandcor CES	San Isidro
Eric P. Indie	Davao Regional Sports Academy	



4. The validation Forms can be accessed through **bit.ly/JD_OnlineValidationForm** from March 21-25, 2022.
5. In participating in the different programs and activities, the **Equal Opportunities Principle (EOP)** shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
6. Strict health and safety protocols shall be observed at all times.
7. Immediate dissemination of this memorandum is desired.


DEE D. SILVA, DPA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
 DAVAO REGION

DEPED DIVISION OF DAVAO DEL NORTE

SDS OFFICE

RECEIVED

By: _____
 Date: 3/18/22 6:54 PM

Office of the Regional Director

MEMORANDUM

To : Assistant Regional Director
 Schools Division Superintendents/OIC-SDSs

Subject: RELEASE OF THE NATIONAL ORIENTATION VIDEOS ON
 THE RESULTS-BASED PERFORMANCE MANAGEMENT
 SYSTEM – PHILIPPINE PROFESSIONAL STANDARDS FOR
 TEACHERS (RPMS-PPST) FOR SCHOOL YEAR 2021-2022

Date : March 18, 2022

Herewith is the Memorandum DM-HROD-2022-0324 dated March 16, 2022 from the Office of the Undersecretary for Human Resource and Organizational Development, requesting for the participation of selected teachers and school administrators to validate the accuracy of the draft job descriptions in relation to their actual work, duties, and role and responsibilities. The validation shall allow the Bureau of Human Resource and Organizational Development (BHROD) to further improve the articulation of the job descriptions of Teachers, Master Teachers, and School Principals.

Ancient to this, the Schools Division Superintendents are directed to select the participants from different schools to answer the said online validation via Google Forms which can be accessed through bit.ly/JD_OnlineValidationForm from March 21, 2022 until March 25, 2022. The selection must ensure that the above-stated positions are well-represented.

The Schools Division Offices (SDO) shall have nine (9) participants, except for the SDO Davao City that shall have ten (10) participants to complete the required one hundred (100) participants per Regional Office.

For information and strict compliance.


ALLAN G. FARNAZO
 Director IV

Copy Furnished: HRDD

Enclosed: As Stated.

ROA3/PS/ljj

DEPARTMENT OF EDUCATION ROA
 RECORDS SECTION
RELEASED

By: _____
 3/18/22 3:11



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT


MEMORANDUM

DM-HROD-2022-0324

17 MAR 2022

12:04

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/1DOnlineValidationForm. 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.

For immediate dissemination and appropriate action.