



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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**Office of the Schools Division Superintendent**

November 15, 2022

OFFICE MEMORANDUM  
OSDS-2022-086

**ATTENDANCE TO REVALIDATION OF COMPETENCY DICTIONARIES AND  
FINAL VETTING OF COMPETENCY MODELS FOR FOUR (4) DEPED  
OCCUPATIONAL SERVICE GROUPS (OSGs)**

To: **ICY F. LABASANO**  
Administrative Assistant III  
This Division


Please be informed that you are picked as one of the participants in your position group, Administrative Assistant III, to attend the Revalidation of Competency Dictionaries and Final Vetting of Competency Models for the Four (4) DepEd Occupational Groups (OSGs) on November 20-23 in Talisay, Batangas.

Travelling expenses of participants will be charged against local funds, while meals and accommodation shall be charged against downloaded funds to SDO Lipa City, subject to existing budgeting, accounting and auditing rules and regulations.

For your guidance and information.

**ALLAN G. FARNAZO**  
Director IV  
and Concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent:

  
**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Enclosure:  
As stated:

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Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 216 0188  
Website: [www.depeddavnor.ph](http://www.depeddavnor.ph) | Facebook: DepEd Davao del Norte



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**  
HRDD-2022-120

To : Assistant Regional Director  
Schools Division Superintendents of Digos City, Davao del Norte  
and Davao City  
Chief of the Human Resource Development Division-NEAP-R

Subject: REVALIDATION OF COMPETENCY DICTIONARIES AND  
FINAL VETTING OF COMPETENCY MODELS FOR  
FOUR (4) DEPED OCCUPATIONAL SERVICE  
GROUP (OSGs)

Date : November 11, 2022

In reference to DM-OUHROD-2022 dated October 26, 2022 titled, **Revalidation of Competency Dictionaries and Final Vetting of Competency Models for Four (4) DepEd Occupational Service Groups** to be conducted in Leonidas Resort and Restaurant, Brgy., Banga Talisay Batangas. Please be informed that Batch 2 will be participated by the Finance Service Personnel from the Schools Division Offices of DepEd Region XI.

Below are the participants to the said activity.

No.	Name	Position/Designation	Division
1.	Noreliza Misal	Accountant III	Digos City
2.	Icy F. Labasano	ADAS III (Senior Bookkeeper)	Davao del Norte
3.	Melanie Colipano	ADAS III (Senior BookKeeper)	Davao City
4.	Grace B. Doguiles	ADAS III	Davao City



Samsung Triple Camera  
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Address: F. Torres St., Davao City (8000)  
Tel: (082) 221-1652, (082) 221-6147

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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

Further, all expenses relative to the board and lodging of the participants including supplies and materials shall be charged against 2022 OPDNTF Funds, while transportation expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For further details and information, kindly email Ms. Fatima Luzviminda Angeles / Mr. Leonardo Bautista through [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or (02) 8470-6630.

Immediate and wide dissemination on this Memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As Stated.

ROH9/maba



**Samsung Triple Camera**  
Shot with my Galaxy A50



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

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Republika ng Pilipinas

## Department of Education

### OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES, AND  
TEACHER EDUCATION COUNCIL SECRETARIAT

#### MEMORANDUM

DM-OUHROD-2022-0296

TO : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors**  
**School Division Superintendents**

FROM : **GLORIA JUMAMIL-MERCADO** *[Signature]*  
*Undersecretary for Human Resource and Organizational Development,  
National Educators Academy of the Philippines, and  
Teacher Education Council Secretariat*

SUBJECT : **Revalidation of Competency Dictionaries and Final Vetting of  
Competency Models for Four (4) DepED Occupational Service  
Groups (OSGs)**

DATE : 26 October 2022

The Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) has completed the competency dictionaries of the six (6) identified priority DepEd Occupational Service Groups (OSGs), namely: Planning; Finance; Education, Library, & Archival; Legal and Judicial, Medicine and Health; and General Administrative, about their duties and responsibilities, from which we crafted their competency standards.

This year, the goal is to finalize the competency dictionaries for the development of competency models of the four (4) priority occupational service groups, namely:

1. General Administrative Service Group
2. Medicine and Health Service Group
3. Finance Service Group
4. Planning Service Group

Competencies are observable and measurable characteristics that highlights the necessary knowledge, skills, attitudes, and key behaviors (KSABs) that are essential in terms of defining job requirements, workforce planning, recruitment, performance management, learning and development, rewards and recognition including succession planning, and other Human Resource (HR) systems.

In view of this, the revalidation of the competency dictionaries developed will be conducted to accomplish the following objectives:

1. Review competency dictionary and match competency requirements to relevant competencies. Review competency label, definition, and behavioral indicators to determine applicability to the position.
2. Review progression levels per competency. Discuss and agree on standard level per position. Standard is the level of competency required upon assumption of position.
3. Develop a competency model per position.

In this connection, **your Office is requested to nominate and allow participation of the incumbents of the position identified in Annex A to the workshop below at Leonidas Resort and Restaurant, Brgy. Banga Talisay Batangas noting the meeting the criteria as follows:**

1. Have an extensive understanding of office and personnel functions.
2. *Tenure:* At least two (2) years in the current position.
3. With prior experience in formal or technical writing.

BATCH	OCCUPATIONAL GROUP	DATES	VENUE
1	Medicine and Health Service	November 8-11, 2022	within the area of Talisay, Batangas
2	Finance Service	November 20-23, 2022	
3	Planning Service	December 4-7, 2022	
4	General and Administrative	December 11-14, 2022	

Travelling expenses of participants shall be charged against local funds. Meals and accommodation of program organizers, participants, and resource persons shall be charged against the downloaded funds to SDO Lipa City while travelling expenses of program organizers and resource persons shall be charged against 2022 OPDNTF funds of BHROD-HRDD, subject to existing budgeting, accounting, and auditing rules and regulations.

For clarification and concern, please contact Ms. Fatima Luzviminda Angeles or Ms. Juhaira Macabalang of BHROD-HRDD at (02) 8470-6630 or email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your guidance and information.

## Annex A

### Batch 1: Medicine and Health Services Group (November 8-11, 2022)

	Members	Position	Division/Region	Governance
1	Dr. Ma. Corazon C. Dumlao	Chief Health Program Officer	School Health Division	Central Office
2	Girlie Azurin	Senior Education Program Specialist	School Health Division	Central Office
3	Dr. Mariebianca Cornelia Piatos	Medical Officer IV	School Health Division	Central Office
4	Cynthia Coronado	Dentist III	School Health Division	Central Office
5	Belinda Beltran	Nutritionist-Dietitian III	School Health Division	Central Office
6	Gian Erik Adao	Health Education and Promotion Officer III	School Health Division	Central Office
7	Pearl Oliveth S. Intia	Medical Officer IV	Education Support Services Division - Health and Nutrition Section	Regional Office (IVA)
8	Annaliza T. Araojo	Dentist III	Education Support Services Division - Health and Nutrition Section	Regional Office (IVA)
9	Apostol Gener Bautista	Medical Officer III	School Governance and Operations Division - School Health and Nutrition	Schools Division Office (Pampanga)
3	To be Identified by Regional Office IV-A	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in Region IV-A	
3	To be Identified by Regional Office NCR	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in NCR Region	
3	To be Identified by Regional Office I	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in Region I	
3	To be Identified by Regional Office III	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in Region III	
3	To be Identified by Regional Office VI	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in Region VI	
3	To be Identified by Regional Office VII	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in Region VII	
3	To be Identified by Regional Office X	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in Region X	
3	To be Identified by Regional Office XII	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in Region XII	
3	To be Identified by Regional Office CARAGA	1 Dentist 1 Medical Officer 1 Nutritionist Dietitian	From RO or any Schools Division/School in CARAGA	

**Batch 2: Finance Group (November 20-23, 2022)**

	Participant	Position	Division/Region	Governance
1	Cholita F. Chiong	CAO, OIC Director III	Finance Service	Central Office
2	Buena B. Wagan	Internal Auditor V	Management Audit Division	Central Office
3	Emilio Q. Agamanos Jr.	Internal Auditor V	Operations Audit Division	Central Office
4	Ma. Rhunna L. Catalan	Chief Accountant	Accounting Division	Central Office
5	Wilma Ecalnir	Accountant IV	Accounting Division	Central Office
6	Belen Monteverde	SAO, OIC Chief	Budget Division	Central Office
7	Sonia R. De Leon	Chief Administrative Officer	Cash Division	Central Office
8	Patrick Morales	SAO	Cash Division	Central Office
9	Adonis Barraquias	Chief AO, OIC Director III	Procurement Service	Central Office
10	Ma. Teresa S. Fulgar	Chief Administrative Officer	Procurement Planning and Management Division	Central Office
11	James Ronald Ybiernas	Supervising AO	BAC Secretariat	Central Office
12	Christine Althea	AO V	Contract Management Division	Central Office
4	To be Identified by Regional Office III	1 Accountant 1 Disbursing Officer 1 Senior Bookkeeper 1 Bookkeeper (School)	From RO or any Schools Division/School in Region III	
4	To be Identified by Regional Office IV-B	1 Accountant 1 Disbursing Officer 1 Senior Bookkeeper 1 Bookkeeper (School)	From RO or any Schools Division/School in Region IV-B	
4	To be Identified by Regional Office NCR	1 RO Supply Officer 3 Officer in charge of Procurement	From RO or any Schools Division/School in Region NCR	
4	To be Identified by Regional Office VIII	1 RO Supply Officer 3 Officer in charge of Procurement	From RO or any Schools Division/School in Region VIII	
4	To be Identified by Regional Office VI	1 Accountant 1 Disbursing Officer 1 Senior Bookkeeper 1 Bookkeeper (School)	From RO or any Schools Division/School in Region XI	
4	To be Identified by Regional Office XII	1 RO Supply Officer 3 Officer in charge of Procurement	From RO or any Schools Division/School in Region XII	

**Batch 3: Planning Group (December 4-7, 2022)**

	Members	Position	Division/Region	Governance
1	Mary Jane Feliciano	Planning Officer V	Planning Programming Division	Central Office
2	Mariel C. Bayangos	Project Development Officer V	Policy Research and Development Division	Central Office
3	Marietta C. Atienza	Project Development Officer V	Education Management Information System Division	Central Office
4	Rolly Soriano	Project Development Officer IV	External Partnerships Service - Office of the Director	Central Office
5	Orlando Barachina	Project Development Officer IV	Disaster Risk Reduction and Management Service - Office of the Director	Central Office
6	Charles Maghirang	Project Development Officer IV (OIC)	Organization Effectiveness Division	Central Office
7	Dexter Pante	Project Development Officer V	School Effectiveness Division	Central Office
8	Maria Clarisse T. Ligunas	Information Technology Officer III	Solutions Development Division	Central Office
9	Engr. Ofelia L. Algo	Information Technology Officer III	Technology Infrastructure Division	Central Office
10	Encarnacion T. Escuardo	Information Technology Officer III	User Support Division	Central Office
11	Noverose T. Dadole	Statistician III	School Effectiveness Division	Central Office
4	To be Identified by Regional Office I	1 Chief, PPRD 1 EPS, PPRD 1 Statistician, PPRD 1 ITO	From Regional Office I	
3	To be Identified by Regional Office V	1 Chief, PPRD 1 Planning Officer 1 Education Specialist, PPRD	From Regional Office V	
4	To be Identified by Regional Office VIII	1 Chief, PPRD 1 EPS, PPRD 1 Statistician, PPRD 1 ITO	From Regional Office VIII	
3	To be Identified by Regional Office XII	1 Chief, PPRD 1 Planning Officer 1 Education Specialist, PPRD 1 ITO	From Regional Office XII	
4	To be Identified by Regional Office NCR	1 Chief, PPRD 1 EPS, PPRD 1 Statistician, PPRD 1 ITO	From Regional Office VIII	
4	To be Identified by Regional Office CAR	1 Chief, PPRD 1 Planning Officer 1 Education Specialist, PPRD 1 ITO	From Regional Office V	



**Batch 4: General Administrative Service Group (December 11-14, 2022)**

	<b>Members</b>	<b>Position</b>	<b>Division/Region</b>	<b>Governance</b>
1	Maribel P. Cabasal	SAO, OIC Chief	Publications Division	Central Office
2	Luz Roque	Administrative Officer V	Learning Resources Production Division	Central Office
3	Lisa Corpuz	Administrative Officer V	Learning Resources Quality Assurance Division	Central Office
4	Cecilia Tiamson	Administrative Officer V	Organization Effectiveness Division	Central Office
5	Karla Miranda	Administrative Officer V	Professional Development Division	Central Office
6	Mylene A. Ahmed	Administrative Officer V	Project Management Division	Central Office
7	Earl Ryan Losito	SAO, OIC Chief	Employee Welfare Division	
8	Florentino M. Barte Jr.	Chief Administrative Officer	General Services Division	Central Office
9	Albert Alano	SAO, OIC Chief	Asset Management Division	Central Office
10	Francis Allen Dela Cruz	Chief Administrative Officer	Personnel Division	Central Office
11	Nanette R. Mamoransing	Chief Administrative Officer	Records Division	Central Office
12	Joseph Russel Farnazo	Administrative Officer V	RO XII	RO
13	Dennis Abeleda	Administrative Officer V	Occidental Mindoro	SDO
14	June Fermin Javier	Administrative Officer V	Navotas City	SDO
15	Malou Cusi	Supervising AO	RO NCR	NCR
5	To be Identified by Regional Office III	1 Chief Administrative Officer 2 HRMO 1 Records Officer 1 Supply Officer	From RO or any Schools Division/School in Region III	
5	To be Identified by Regional Office IV-A	1 Chief Administrative Officer 2 HRMO 1 Records Officer 1 Supply Officer	From RO or any Schools Division/School in Region IV-A	
5	To be Identified by Regional Office V	1 Chief Administrative Officer 2 HRMO 1 Records Officer 1 Supply Officer	From RO or any Schools Division/School in Region V	
5	To be Identified by Regional Office XII	1 Chief Administrative Officer 1 HRMO 1 Records Officer 1 Supply Officer	From RO or any Schools Division/School in Region XII	