



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

26 May 2021

**DIVISION MEMORANDUM**  
No. 297, s. 2021

**DEPED SYSTEM OF RANKING POSITIONS (SRP)  
CONSULTATION WORKSHOP**

To: **ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
ADMINISTRATIVE OFFICER V (ADMIN)  
ADMINISTRATIVE OFFICER IV (HRMO)**

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1. Pursuant to the Memorandum Numbered DM-PHROD-2021-0396 issued on 19 May 2021 by Jesus L.R. Mateo, Undersecretary for Planning and Human Resource and Organization Department, entitled: *“DepEd System of Ranking Positions (SRP) Consultation Workshop”* you are hereby enjoined to join the consultation process which shall be online for three days slated from June 2 to June 4, 2021. The three-day consolidations workshop will focus on the (1) orientation of HRMOs and HRD Officers in the development of the Agency SRP; (2) revisiting the Central Office, Regional Office, and Schools Division Office’s organizational structure and staffing pattern for 1<sup>st</sup> and 2<sup>nd</sup> level positions; and, (3) finalization of the Agency SRP for submission to the CSC and its field offices.
2. As preparatory activity, you are requested to perform the following activities:
  - i. Read and review the CSC Guidelines in the Preparation of a System of Ranking Positions;
  - ii. Prepare Plantilla-related documents, to wit: Updated Personal Services of Personnel (PSIPOP) as of 30 April 2021 and List of Authorized Position under your respective office and implementing unit.
3. Participants shall confirm your attendance to Mr. Amiel Bryan Esperanza through the official HRDD email address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).
4. For immediate dissemination and compliance.

**CRISTY C. EPE**  
Schools Division Superintendent





Human Resource Digos City &lt;hr.digocity@deped.gov.ph&gt;

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**forwarded [DM-PHROD-2021-0396] DepEd System of Ranking Positions (SRP) Consultation Workshop.pdf**

3 messages

**Cristy Epe** <cristy.epe74@deped.gov.ph>

Wed, May 26, 2021 at 8:39 AM

To: ASDS Digos &lt;asdsoffice.digos@deped.gov.ph&gt;, adminoffice.digos@deped.gov.ph, hr.digocity@deped.gov.ph

Cc: sdsoffice.digos@deped.gov.ph

This memo was forwarded to ASDS, Admin V and HRMO for their attendance. Please register to the link provided in the Memo. deadline of registration for Mindanao pax was set on May 28. Please just ask an eloquent representative in the ManCom on June 2 to report important announcements from your respective offices.

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\*

Sent from my iPad

**[DM-PHROD-2021-0396] DepEd System of Ranking Positions (SRP) Consultation Workshop.pdf**

320K

**Human Resource Digos City** <hr.digocity@deped.gov.ph>

Wed, May 26, 2021 at 8:43 AM

To: Cristy Epe &lt;cristy.epe74@deped.gov.ph&gt;

Cc: ASDS Digos &lt;asdsoffice.digos@deped.gov.ph&gt;, Admin Office Digos City Division &lt;adminoffice.digos@deped.gov.ph&gt;, SDS Office Digos City &lt;sdsoffice.digos@deped.gov.ph&gt;

Received po mam. Thank you po

[Quoted text hidden]

[Quoted text hidden]

Sent from my iPad

**ASDS Digos** <asdsoffice.digos@deped.gov.ph>

Wed, May 26, 2021 at 8:48 AM

To: Human Resource Digos City &lt;hr.digocity@deped.gov.ph&gt;

Acknowledged receipt po Ma'am Cris, thank you.

[Quoted text hidden]

[Quoted text hidden]

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Republika ng Pilipinas

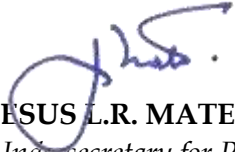
# Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-PHROD-2021-0396

TO : **All Regional Directors Concerned**  
**All Schools Division Superintendents Concerned**  
**Central Office Personnel Division**  
**All Others Concerned**

FROM :   
**JESUS L.R. MATEO**  
*Undersecretary for Planning and Human Resource and Organizational Development*

SUBJECT : **DepEd System of Ranking Positions (SRP) Consultation Workshop**

DATE : 19 May 2021

The Department, through the Bureau of Human Resource and Organizational Development (BHROD), has been improving the Recruitment, Selection, and Placement (RSP) policies, processes, and standards of the agency through the review and revision of the Agency Merit Selection Plan (MSP) and Hiring and Promotional Guidelines in accordance with the Civil Service Commission's (CSC) 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) and in response to the emerging RSP issues and the human resource demands of the changing national and global landscape.

Part of the alignment that has been put forward in the MSP is the effective use of the System of Ranking Positions (SRP) as a tool in establishing and maintaining standardized documentation of positions that are next-in-rank to another vis-à-vis the organizational structure of the Department. In 2018, the Human Resource Development Division (HRDD) initially spearheaded the gathering and reviewing of the existing SRP of the agency. **Anticipating the approval of the DepEd MSP and Hiring and Promotion Guidelines as well as the recent changes and additions in the organizational structure and staffing complement in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and schools, the pertinent information on the current SRP document must be revisited and updated.**

In line with the foregoing, the BHROD-HRDD is set to conduct a series of consolidation workshops with Human Resource Management Officers (HRMOs) and Human Resource Development (HRD) representatives to gather, consolidate, and finalize the existing SRP of the agency.

## Workshop Description and Schedule of Activities

The **DepEd SRP Consolidation Workshops** will be done **online**. The three-day consolidation workshop will focus on the (1) orientation of HRMOs and HRD Officers in the development of the Agency SRP, (2) revisiting the CO, RO, and SDO organizational structure and staffing pattern for 1<sup>st</sup> and 2<sup>nd</sup> level positions, and (3) finalization of an Agency SRP for submission to the CSC and its field offices. The workshops will be divided into four (4) clusters. The schedule of activities is as follows:

Activity	Date	Platform
System of Ranking Positions (SRP) Consolidation Workshop ( <b>Mindanao Cluster</b> )	June 2 to 4, 2021	Microsoft Teams or Google Meet <i>(Separate invitation link will be sent via email)</i>
System of Ranking Positions (SRP) Consolidation Workshop ( <b>Visayas Cluster</b> )	June 9 to 11, 2021	
System of Ranking Positions (SRP) Consolidation Workshop ( <b>Luzon II Cluster</b> )	June 23 to 25, 2021	
System of Ranking Positions (SRP) Consolidation Workshop ( <b>Luzon I Cluster</b> )	July 7 to 9, 2021	

With this, may we request the **attendance and participation of three (3) representatives from DepEd CO-Personnel Division, ROs, and SDOs, composed of the HRMO, HRD Officers, and key focals.**

All representatives from each governance level are requested to perform the following prework activities:

1. Read and review the CSC Guidelines in the Preparation of a System of Ranking Positions (*Annex A*) and;
2. Prepare the following plantilla-related documents:
  - a. Updated Personal Services Itemization and Plantilla of Personnel (PSIPOP) as of **30 April 2021** of your assigned office and implementing units under the SDO, if any and cull out the permanent 1<sup>st</sup> and 2<sup>nd</sup> level positions **only**.  
*Note: SDOs are encouraged to include the Implementing Units (IUs) in the updating of PSIPOP to include them in the plotting of positions in the SRP Consolidation Workshop proper.*
  - b. List of Authorized Positions under your respective office and implementing units.

Participants may confirm their attendance to Mr. Amiel Bryan Esperanza through the official HRDD email address: [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number: (02) 8470-6630. **Please indicate the name, position title, and office/division/unit of the participants who will attend the consolidation workshop.**

Please note that the communication expenses of the participants and program managers shall be charged to OPDNTP Funds. All expenses shall be subject to applicable accounting and auditing rules and regulations.

For your action.

Thank you.

[BHROD-HRDD/abesperanza]

## ANNEX A

### GUIDELINES IN THE PREPARATION OF A SYSTEM OF RANKING POSITIONS (SRP)

In order to establish and maintain a uniform and consistent system of ranking positions in all government agencies, the following guidelines and procedures shall be followed:

#### 1.0 Scope

The ranking system shall include all positions in the Department/Bureau/Agency as well as those positions in the regional and field offices classified under the first and second levels of the open career service whether filled or vacant.

The following positions should not be in the ranking system:

- 1.1 Closed career positions which include those of faculty and academic staff of state colleges and universities together with scientific and technical positions in scientific or research institutions;
- 1.2 Positions in the Career Executive Service and other positions of career officers who are appointed by the President;
- 1.3 Positions of commissioned officers and enlisted men of the Armed Forces of the Philippines;
- 1.4 Permanent laborer positions; and
- 1.5 Positions in the non-career service such as contractual, emergency and seasonal personnel.

#### 2.0 Documents Required

In preparing the system of ranking positions, the following documents are needed as references:

- 2.1 The organizational and functional chart of the Department/Bureau/Agency showing all the offices and other organizational units therein; and
- 2.2 Position Allocation List and/or staffing pattern of the Department/Bureau/Agency indicating all positions.

#### 3.0 Procedure in Ranking Positions

- 3.1 The ranking system shall have the following captions:

Ranking of Positions

Position to be filled	Location	Salary Grade	Position/s next-in-rank	Location	Salary Grade

Figure 1

- 3.2 Group the positions according to their respective occupation. Functionally-related occupational groupings should be clustered.

Example: All positions in the Accounting, Budgeting, Cashiering and Financial may be grouped together.

- 3.3 Rank the positions, not the officers and employees occupying them. Forget the qualifications of the incumbents.

- 3.4 Determine which positions are next-in-rank to another considering the hierarchical arrangement of the position taking into account the organizational structure, as reflected in the approved organizational chart.

Example:

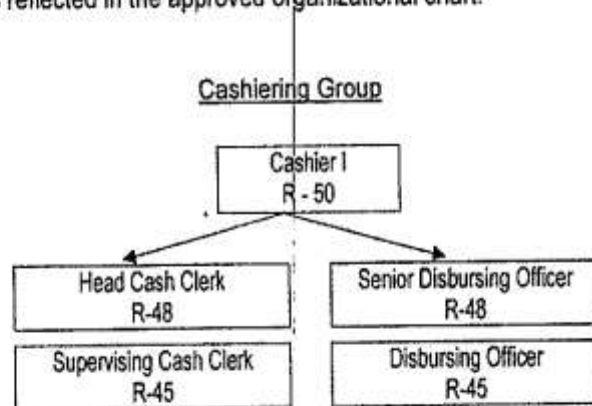


Figure 2

- 3.4.1 The Head Cash Clerk and Senior Disbursing Officer positions are next-in-rank to the Cashier I position since they are the next lower positions to the Cashier I position in the organization's hierarchy.

- 3.4.2 Do not rank the Senior Disbursing Officer position together with Disbursing Officer position next to the Cashier I position because the Senior Disbursing Officer is a senior position to Disbursing Officer.

Junior and senior positions should not be ranked together next to another position.

- 3.5 Determine positions in other organizational groups which are functionally-related to that where the position belongs and which are more or less in the same level in the hierarchy.

