



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

Office of the Schools Division Superintendent

August 5, 2021

DIVISION MEMORANDUM

No. 442, s. 2021

**SIGNING AUTHORITIES FOR THE NEWLY-CREATED, SEPARATED, AND
RETITLED UNITs, SECTIONs, AND OFFICEs OF THE SCHOOLS DIVISION OFFICE**

To: Assistant Schools Division Superintendent
Division Chiefs
Section & Unit Heads
Elementary & Secondary School Head

1. This has reference to **Division Memorandum No. 377 s. 2021** re: *Disjunction, Unification, Creation and Retitling of Unit(s) of the Schools Division Office*, all concerned are hereby informed on the following changes of signing authorities for Administrative and Financial Matters, to wit:
 - a. Mr. Xavier S. Fuentes and Dr. Jasmin A. Asarak, being designated as the Heads of the Planning, Research and M&E Division and the School Health Section, accordingly, and Mr. Reyzen O. Monserate of the DRRM Unit, shall submit documents that concern their respective offices as certified correct or reviewed prior to submission to the undersigned being the approving authority. Likewise, it is apprised that their Daily Time Record shall be signed by the Schools Division Superintendent.
 - b. As the Head of PRME, and H&N, they shall sign the DTR of their respective personnel under their Division/Section.
 - c. All are enjoined to revisit Division Memorandum No. 226, s. 2021.
2. Enclosed is the basic communication on the structure modifications for your reference and guidance.
3. This shall take effect immediately upon its issuance.

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
74295
DATE: AUG 05 2021 TIME: 4:02


CRISTY C. EPE 
Schools Division Superintendent



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

Office of the Schools Division Superintendent

July 5, 2021


DIVISION MEMORANDUM
No. 377, s. 2021

**DISJUNCTION, UNIFICATION, CREATION, AND RETITLING OF UNIT(S) OF THE
SCHOOLS DIVISION OFFICE**

To: Planning and Research Unit & SMME Unit
Health and Nutrition Unit
DRRM Unit
Personnel Unit & Administrative Section
Human Resource Development Unit
Property and Supply Unit

1. Relative to the Memorandum **DM-PHROD-2021-0432** re: *Organizational Review Updates and Directives for FY 2021*, signed by USEC Jesus L.R. Mateo, undersecretary for Planning, and Human Resource and Organizational Development, dated May 31, 2021, the undersigned hereby informs the following units concerned on the office's structure modifications, except on Sports which shall remain with the CID since the Social Mobilization are not trained to handle this and the staffing compliment to handle Sports and Special Events.
2. The said changes are deemed significant in the department to best respond to the emerging needs and to harmonize the processes across governance levels, hence, all concerned are directed to shadow on this reform.
3. Enclosed is the basic communication on the structure modifications for your reference and guidance.
4. Since funding is yet to be approved by the Department of Budget and Management, the transition/implementation shall be at the moment on duties and functions only.
5. This shall take effect immediately.




CRISTY C. EPE *d*
Schools Division Superintendent



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

MEMORANDUM

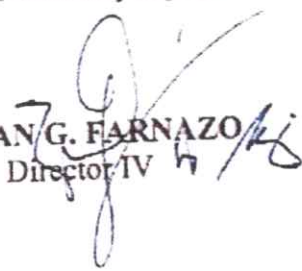
To : Schools Division Superintendents

Subject: ORGANIZATIONAL REVIEW UPDATES
AND DIRECTIVES FOR FY 2021

Date : June 11, 2021

Attached is Memorandum DM-PHROD-2021-0432, signed by Usec Jesus L.R. Mateo, Undersecretary for Planning, and Human Resource and Organizational Development, dated May 31, 2021. re: *Organizational Review Updates and Directives for FY 2021*, for your reference and information.

Wide and immediate dissemination of this Memorandum is earnestly enjoined.


ALLAN G. FARNAZO
Director IV

11/04/21

0621-77707



10/10/21



Address: F. Torres St., Davao City (8000)





Republika ng Pilipinas

Department of Education

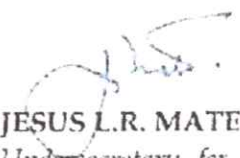
OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

OPD - *Amel*

MEMORANDUM
DM-PHROD-2021-0432

TO : USEC. REVSEE A. ESCOBEDO
ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

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

SUBJECT : Organizational Review Updates and Directives for FY 2021

DATE : 31 May 2021

The Department, through the Bureau of Human Resource and Organizational Development - Organizational Effectiveness Division (BHROD-OED), ensures the alignment of office structures and manpower requirements to the systems and processes across the governance levels of the Department through the implementation of organizational development initiatives.

In recent years, various activities have been conducted to gather data on how the agency can best respond to its emerging needs and address its current condition towards a better normal. Hence, these are organizational review updates and directives for FY 2021:

- 1. Review and updating of office functions and harmonization of declared processes across governance levels.** During the last quarter of 2020, series of online workshops were conducted to review, update and harmonize the office functions and declared processes of each office/functional division at the Central Office (CO), Regional Office (RO), and Schools Division Office (SDO). DM-PHROD-2021-0298 dated April 20, 2021, was issued for the creation of a Regional Technical Working Group (RTWG) that would take charge of the review and endorsement to the Regional Directors and Schools Division Superintendents the final office functions and declared processes. The outputs of the TWG shall form part of the Compendium of Office Functions Version 3.

2. **Structure and Staffing Modifications.** The approved rationalization program of the Department last 2013 provides a structure and staffing pattern that is within the budget ceiling of the 2006 personnel services cost filled up items. Over time, there are significant changes in DepEd's major programs, projects, and activities (PPAs) particularly the implementation of the K-12 program. The outputs and deliverables of these PPAs are time-bound, thus it entails adjustments in the structure and staffing complement to ensure achievement of targeted outputs and deliverables. Details of which are as follows:

• **Request for creation of additional positions charged against CTI Funds:**

Proposal		Action by DBM
Organizational Unit	Position to be Created	
40 Small SDOs (Please refer to Annex A)		
DRRM Unit	Project Development Officer II	Approved
SGOD	Educ. Program Supervisor	For evaluation and re-computation of PS Cost requirements
Admin. Section	2 Admin. Officer IV (1 each for Property & Records Unit)	
Regional Office		
Legal Unit	1 Attorney V	For evaluation and re-computation of PS Cost requirements
Procurement	1 Administrative Officer V	

• **DepEd Multiyear Workforce Plan (MWP).** The DepEd MWP was submitted to DBM last May 14, 2021. It contains the Department's proposals for structure and staffing modifications for FY 2022 to FY 2026. However, the DepEd MWP plan may still be revised/updated based on the emerging priorities, needs, and strategic directions of the agency. The data that was used for the MWP were the results of the OD assessments made from the outputs of the 2019 school-centered organizational review and alignment workshop, the requests/proposals submitted to BHROD-OED, and the consultations with various offices.

For the ROs & SDOs, hereunder are the proposed structure modifications for FY 2022 subject to the evaluation of DBM:

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
* Merging of Units	Personnel Section to Human Resource Development Division	Personnel Unit to Human Resource Development Section	To support the four (4) core systems of PRIME HRM which are RSPI, L&D, R&R, and RPMS
* Renaming/Retitling		Property and Supply Unit to Asset Management Unit	To align the name of the unit with its counterpart at the CO & RO.
Transfer to ORD/OSDS	School Health Section (from ESSD to ORD)	School Health Section (from SGOD to OSDS)	<ul style="list-style-type: none"> To reduce the number of processes in receiving and transmitting health-related documents To avoid delay in responding to

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
			<ul style="list-style-type: none"> directives from the ORD To hasten delivery of Health and Nutrition Services
* Creation of Unit(s) under ORD/OSDS	DRRM Unit under ORD	✓ DRRM Unit under OSDS	<ul style="list-style-type: none"> To ensure that timely and effective response, rehabilitation, and recovery efforts are provided to disaster-affected schools
		Public Assistance Section	<ul style="list-style-type: none"> To align the structure & staffing requirement to CO & RO To provide direct communication support to the Schools Division Superintendent and other official spokespersons (i.e., speeches, messages, media coverage, talking points, and other similar public and media requirements)
Conversion/ Upgrading of Offices	Legal Unit into Legal Division	Legal Unit into Legal Section	<ul style="list-style-type: none"> To ensure integrity and accountability in public service through prompt and responsive legal services to the stakeholders
		✓ Administrative Section to Administrative Division	<ul style="list-style-type: none"> To complement the duties and responsibilities in the ROs and SDOs To ensure the effective and efficient delivery of services in the SDOs down to the schools and learning centers for them to provide quality, accessible, relevant, and liberating education.
		✓ Finance Section to Finance Division	<ul style="list-style-type: none"> To support one of the key reform objectives of the DepEd Public

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
			<p>Financial Management (PFM) - "PFM organizational structures and staff competencies updated to reinforce new ways of working" with an end view to have a transformational and competent public financial management practitioner. Above all, this will strengthen internal control at the SDO level which will uphold higher accountability and transparency in the disbursement of government funds that institutionalize reforms or innovations within the Division that are deemed necessary to expedite delivery of services to all stakeholders with an assurance of service efficiency and effectiveness at the higher level.</p>
Creation of Unit(s) under a Functional Division	Partnership/ICO / Special Events and Social Mobilization Units under ESSD	Social Mobilization Unit under SGOD Youth Formation Section and Sports Section under the SocMob Unit	<ul style="list-style-type: none"> Partnerships, Special Events and Sports have the same key result areas in terms of partnerships and linkages. The clustering will harmonize the functions of each section to form the new composition of Social Mobilization and Networking (Social Mobilization and Networking).
	✓ Procurement Section under Administrative Division		<ul style="list-style-type: none"> To ensure that there will be accountable personnel who will carry out crucial

Proposed Actions	Regional Office	Schools Division Office	Remarks/Justification
		✓ General Services Unit under Administrative Division	<p>procurement functions</p> <ul style="list-style-type: none"> To align structure & staffing requirement with offices within the Administrative Division and its counterparts at the CO & RO
Separation of Units		✓ Separate the School Management Monitoring and Evaluation and the Planning & Research Units from the SGOD and create a new division to be named Planning, Research and M&E Division	<ul style="list-style-type: none"> To ensure better SDO level planning, data management and analysis, research management and monitoring and evaluation. Specifically, the proposed new division will handle the following: <ol style="list-style-type: none"> Strategic planning, investment planning, and operational planning (SDO and Schools) Promotion and management of research initiatives Tracking of the progress of policy and program implementation Management and supervision of private schools, and Data and information management

Further, please take note that these modifications are still subject to DBM's approval, and we shall inform the offices concerned once we have updates from the DBM. Also, we request that all requests for size reclassifications and other requests for creation of items for CO-RO-SDOs be placed on hold.

For inquiries/concerns relative thereto, please contact BHROD - Organization Effectiveness Division through email at bhrod.oed@deped.gov.ph.

For your information and guidance. Thank you.

[BHROD-OED/Tiamson]

Annex A

List of Forty (40) Small-sized Schools Division Offices

Region	Schools Division Office
Region I	Alaminos City
	Batac City
	Candon City
	Laoag City
	San Fernando City
	Vigan City
Region II	Batanes
	Cauayan City
	Santiago City
Region III	Balanga City
	Gapan City
	Meycauayan City
	Munoz Science City
	San Jose City
Region IV-A	Cavite City
	Tayabas City
Region V	Iriga City
Region VI	Escalante City
	La Carlota City
	Passi City

Region	Schools Division Office
Region VII	Bais City
	Bogo City
	Danao City
	Dumaguete City
	Mandaue City
	Tagbilaran City
	Toledo City
Region VIII	Borongan City
	Maasin City
Region IX	Dapitan City
Region X	Camiguin
	El Salvador
	Oroquieta City
	Tangub City
Region XI	Island Garden City of Samal
Region XII	Tacurong City
Caraga	Bayugan City
	Cabadbaran City
	Tandag City
NCR	San Juan City