



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-209

To : Assistant Schools Division Superintendent
SGOD & CID Chiefs
All others concerned

Subject : **DepEd RO & SDO Office Functions Version 3**

Date : May 29, 2023

Herewith is Memorandum DM-HROD-2023-0617 dated May 5, 2023, from Undersecretary Gloria Jumamil-Mercado of the Human Resource and Organizational Development. This is to inform the field on the official release of the **DepEd Regional Office and Schools Division Offices' Office Functions- Version 3**, which can be accessed through this link: bit.ly/OfficeFunctionsv3. These documents will form part of the QMS Operations Manual and shall also serve as a guide in the preparation of the Office Operational Plan, wherein the priorities of the office for the current year will be translated into Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance Review (IPCR).

Further, be reminded that you have to use your official DepEd email in accessing the link.

To ensure alignment and proper documentation, any future revisions on the RO and SDO functions must be coursed through the NHROD-OED at email bhrod.oed@deped.gov.ph, for inclusion and updating of said documents.

For your information and reference.

Melanie P. Estacio
MELANIE P. ESTACIO

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent
DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
27-102718

DATE: MAY 31 2023 TIME: 7:17 PM

BY: *[Signature]*

Enclosed: As stated.
SGOD/cab



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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2023- 0617

FOR REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM *[Signature]*
GLORIA JUMAMIL-MERCADO
Undersecretary
Human Resource and Organizational Development

SUBJECT : *DepEd RO & SDO Office Functions Version 3*

DATE : 05 May 2023

This is to officially release the DepEd Regional Office and Schools Division Offices' Office Functions - Version 3, which can be accessed through this link: bit.ly/OfficeFunctionsv3. These documents will form part of the QMS Operations Manual and shall also serve as a guide in the preparation of the Office Operational Plan, wherein the priorities of the office for the current year will be translated into their Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance and Commitment Review (IPCR). Further, we would like to remind everyone to use your official DepEd email in accessing the link.

To ensure alignment and proper documentation, any future revisions on the RO & SDO functions must be coursed through the BHROD - OED at email bhrod.oed@deped.gov.ph, for inclusion and updating of said documents.

For your information and reference.

Thank you

BHROD-OED/Tanson

