



**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
**Office of the School Governance and Operations Division**

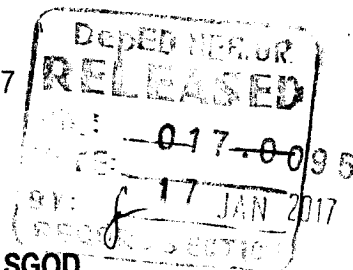
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

January 17, 2017



**TRAVEL ORDER**

NO. 34, s. 2017

TO	: DR. RACHEL B. PICARDAL	-	CHIEF, SGOD
	DR. DAN P. ALAR	-	SEPS, HRDS
	MR. DENNIS CHARL F. ANDALAJAO	-	SEPS, M&E SECTION
	MRS. JENITH C. CABAJON	-	SOCMOD & NETWORKING
	MRS. LIDA P. SARMIENTO	-	ADMINISTRATIVE OFFICER V
	MRS. LANI YURONG	-	AO IV, PERSONNEL SECTION

OFFICE : **Division of Negros Oriental**

PURPOSE : **To attend the ROLE CLARIFICATION WORKSHOP FOR UNITS UNDER HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

DATE OF TRAVEL : **January 23-25, 2017**

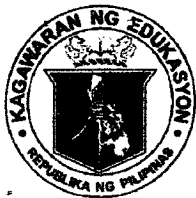
VENUE/PLACE : **Pearlmount Inn, Limketkai Drive, Cagayan de Oro City**

ALLOWED/CHARGED TO: (**DIVISION MOOE** funds subject to the usual accounting and auditing rules and regulations)

- \_\_\_\_\_ : Registration
- \_\_\_\_\_ : Meals and accommodation
- : Transportation/per diem & other incidental expenses

Note: *Board and lodging of all participants shall be charged to 2016 OSEC-GAS funds.*

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Assistant Regional Director  
Concurrent Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

310187

Office of the Undersecretary for Finance -  
Disbursement and Accounting

**MEMORANDUM**

November 3, 2016

**TO: ALL REGIONAL DIRECTORS**

**FROM: *Victoria M. Catibog***  
VICTORIA M. CATIBOG  
Undersecretary  
Finance

**SUBJECT: Role Clarification Workshop for Units under Human Resource and Organizational Development**

Pursuant to the Executive Order No. 366 on the rationalization of the functions and agencies of the Executive branch, the Department of Education is currently transitioning its offices into the rationalized structure and new mandated functions. In this regard, the Bureau of Human Resource and Organizational Development (BHROD), through the Human Resource Development Division, will conduct a workshop for the role clarification of all units concerned in the areas of Human Resource and Organizational Development (HROD).

At the end of the workshop, the participants should be able to:

1. Describe human resource, administrative, and organizational development functions at the central, regional, and division levels;
2. Define roles and responsibilities of key players in the discharge of human resource, administrative, and organizational development functions at the central, regional, and division levels, in the areas of Accountabilities, Coordination, and Complementation; and
3. Update Personnel Competency Profile and Job Descriptions of HR positions at the Regional Offices.

The workshop will last for a total of three (3) days, exclusive of travel time. The table in the following page contains the composition of participants, schedule of workshops, and the identified host region per cluster. For the workshop design, please see **Enclosure #1**.

Travel expenses of the participants from the Regional and Schools Division Offices shall be charged against local funds, while the board and lodging of all participants, CO staff, and resource persons, travel expenses of CO participants and staff, supplies and materials, honoraria and traveling expenses of resource persons, and contingency and incidental expenses for all activities shall be charged against FY 2016 OSEC-GAS funds, subject to existing COA and accounting rules and regulations.

Cluster	Participants	Host Region	Dates of Workshop Proper* & Venue
Cluster 1: Central Office	Five (5) representatives each from the following offices: <ul style="list-style-type: none"> <li>• National Educators Academy of the Philippines</li> <li>• Organizational Effectiveness Division</li> <li>• Personnel Division</li> <li>• Employee Welfare Division</li> <li>• Human Resource Development Division</li> </ul>		November 21-23, 2016; Within Region IV-A
Cluster 2: Regional Human Resource Development Division and Administrative Division	Two (2) representatives from the Human Resource Development Division: <ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• Education Program Supervisor</li> </ul> Two (2) representatives from the Administrative Division: <ul style="list-style-type: none"> <li>• Chief Administrative Officer</li> <li>• Administrative Officer V (Personnel Section)</li> </ul>	XII	November 29-December 1, 2016; Within the area of General Santos City
Cluster 3: Regional FTAD and QAD	Two (2) representatives each from the Field Technical Assistance Division (FTAD) and Quality Assurance Division (QAD): <ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• Education Program Supervisor</li> </ul>	VII	December 5-7, 2016; Within the area of Cebu City
Cluster 4: Schools Division Office – Luzon	Four (4) representatives from the School Governance and Operations Division of the identified Schools Division Offices (SDOs): <ul style="list-style-type: none"> <li>• Chief Education Supervisor</li> <li>• Senior Education Program Supervisor, Human Resource Development Unit</li> <li>• Senior Education Program Supervisor, Social Mobilization and Networking Unit</li> <li>• Senior Education Program Supervisor, School Management M&amp;E Unit</li> </ul>	IV-A	January 10-12, 2017; Within the area of Rizal
Cluster 5: Schools Division Office – Visayas-Mindanao	Two (2) Representatives from the Administrative Services: <ul style="list-style-type: none"> <li>• Administrative Officer V</li> <li>• Administrative Officer IV, Personnel Unit</li> </ul> <p><i>Note: Only 22 SDOs are enjoined to participate in the Role Clarification workshops. The list of identified SDOs is in Enclosure #2.</i></p>	X	January 17-19, 2016; Within the area of Cagayan de Oro City

Cluster 6: Integration	<ul style="list-style-type: none"> <li>• Five (5) representatives from the Central Office</li> <li>• One (1) representative per Regional Offices</li> <li>• One (1) representative from the identified Schools Division Offices</li> </ul> <i>Note: The list of identified SDOs is in Enclosure #2.</i>	V	January 24-26, 2017; Within the area of Legazpi City
Cluster 7: Writeshop	<ul style="list-style-type: none"> <li>• Five (5) representatives from the Central Office</li> <li>• One (1) representative per Regional Offices</li> <li>• One (1) representative from the identified Schools Division Offices</li> </ul> <i>Note: The list of identified SDOs is in Enclosure #2.</i>	III	January 31- February 2, 2017; Within the area of Pampanga

*\*Dates are exclusive of travel time.*

Additionally, provision of meals and accommodation for this series of workshops is as follows.

	ARRIVAL	WORKSHOP PROPER			DEPARTURE
	Day 0	Day 1	Day 2	Day 3	Day 4
<b>Breakfast</b>		√	√	√	√
<b>AM Snacks</b>		√	√	√	
<b>Lunch</b>		√	√	√	
<b>PM Snack</b>		√	√	√	
<b>Dinner</b>	√	√	√	√	
<b>Accommodation</b>	√	√	√	√	

All participants are requested to register at <http://tinyurl.com/HRODRoleClarification> for the workshops at least a week before their arrival date. Kindly contact Ms. Joey Sta. Isabel of the Human Resource Development Division at (02) 470-3360 or [joanna.staisabel@deped.gov.ph](mailto:joanna.staisabel@deped.gov.ph) for questions.

For your information and appropriate action.



**Republic of the Philippines**  
**Department of Education**

*Office of the Undersecretary for Finance –  
Disbursement and Accounting*

**ENCLOSURE #1: PROGRAM OF ACTIVITIES**

<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
8:00 AM–10:00 AM	Opening and Workshop Overview	MOL/Energizer Workshop 2B: Identifying areas of coordination and complementation	Workshop 4: Competency Modeling for the Department of Education
10:00 AM–10:15 AM	Break		
10:15 AM–12:00 NN	Sharing the BHROD Perspectives	Workshop 3: Identifying tasks and other job requirements	Workshop 4 (cont.): Competency Modeling for the Department of Education
12:00 NN–1:00 PM	Lunch		
1:00 PM–3:00 PM	Workshop 1: Understanding the HR/OD functions at the Central Office, Regional Office, and Schools Division Office levels	Lecturette 1: Competencies and Competency Models	MOL/Energizer Finalization of Workshop Outputs
3:00 PM–3:15 PM	Break		
3:15 PM–5:00 PM	Workshop 2A: Identifying roles and responsibilities	MOL/Energizer Lecturette 2: Competency Profiling	Closing and Next Steps



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**ENCLOSURE #2: LIST OF PARTICIPATING SCHOOLS DIVISION OFFICES**

<b>Cluster 4: Schools Division Office – Luzon</b>	<b>Cluster 5: Schools Division Office – Visayas-Mindanao</b>	<b>Cluster 6: Integration</b>	<b>Cluster 7: Writeshop</b>
<ul style="list-style-type: none"> <li>• Benguet (CAR)</li> <li>• Vigan City (R I)</li> <li>• Pangasinan II (R II)</li> <li>• Santiago City (R II)</li> <li>• Nueva Ecija (R III)</li> <li>• Quezon Province (R IV-A)</li> <li>• Batangas Province (R IV-A)</li> <li>• Marinduque (R IV-B)</li> <li>• Palawan (R IV-B)</li> <li>• Camarines Sur (R V)</li> <li>• Mandaluyong City (NCR)</li> </ul>	<ul style="list-style-type: none"> <li>• Iloilo Province (R VI)</li> <li>• Cebu Province (R VII)</li> <li>• Eastern Samar (R VIII)</li> <li>• Zamboanga del Norte (R IX)</li> <li>• Misamis Oriental (R X)</li> <li>• Camiguin (R X)</li> <li>• Davao del Norte (R XI)</li> <li>• General Santos City (R XII)</li> <li>• Cotabato City (R XII)</li> <li>• Surigao del Sur (CARAGA)</li> <li>• Negros Oriental (NIR)</li> </ul>	<i>(To follow)</i>	<i>(To follow)</i>



DEPARTMENT OF EDUCATION  
**BUREAU OF HUMAN RESOURCE  
AND ORGANIZATIONAL DEVELOPMENT**

16 January 2017


**ADVISORY**

With reference to the Unnumbered Memorandum dated 3 November 2016 signed by Usec. Victoria M. Catibog on the conduct of Role Clarification Workshop for Units under Human Resource and Organizational Development, please take note of the exact venue of the following cluster:

Cluster	Dates	Venue
Cluster 5	January 23 - 25, 2017	Pearlmount Inn, Limketkai Drive, Cagayan de Oro City

For clarifications, please contact Ms. Joanna Christina Sta. Isabel at telephone no. 470-6630.

All provisions indicated in the memorandum remain.

  
**MA. LOURDES D. PANTOJA**  
Director IV, BHR&OD

[Office/Cruz]