



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
Capitol Area, Dumaguete City

March 5, 2018

DIVISION MEMORANDUM

No. 150, s. 2018

COMPENDIUM OF DEPED OFFICE FUNCTIONS AND JOB DESCRIPTIONS

To : All Division Chiefs
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/Districts-In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 145, s. 2018 disseminating the Memorandum issued by the Office of Undersecretary Jesus L. R. Mateo, Undersecretary for Planning and Field Operations relative to the DepEd Office Functions and Job Descriptions.
2. All Office functions documents can be accessed at www.deped.in/DepedOfficeFunctions.
3. For further details please refer to the attached Memorandum from Undersecretary Jesus L. R. Mateo. For inquiries and clarification contact Ms. Catherine Castanares or Ms. Cecilia Tiamson from Organization Effectiveness Division at (02) 633-5375.
4. For information and widest dissemination.

Salustiano T. Jimenez
SALUSTIANO T. JIMENEZ, CESO VI
Schools Division Superintendent
OIC-Assistant Regional Director
Salustiano T. Jimenez

07 MAR 2018

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM


No. **145**, s. 2018

FEB 19 2018

COMPENDIUM OF DEPED OFFICE FUNCTIONS AND JOB DESCRIPTIONS

To: All Schools Division Superintendents
Division Chiefs
Heads of Units/Offices
All Others Concerned

1. For the information and guidance of all concerned, this Office disseminates the Memorandum issued by the Office of Jesus L.R. Mateo, Undersecretary for Planning and Field Operations, which is self-explanatory.
2. Please refer to the attached Office Memorandum for your perusal. Attention is invited to this link www.deped.in/DepEdOfficeFunctions, where all Office Functions documents can be easily accessed.
3. Immediate dissemination and compliance of this Memorandum is desired.


JULIET A. BERUTA
Director III
Officer-in-Charge
Office of the Regional Director

JAJ/VVY/BBS

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Education Support Services Division (ESSD), Tel. No.: (032) 254-7062; Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065; Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

" EFD 2015: Kanapatan ng Lahat, Pananagutan ng Lahat "



Republic of the Philippines
Department of Education




Department of Education
Region VII, Central Visayas

RD2018-472
15-Feb-18

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM

TO : Bureau/Service Directors
Regional Directors
Schools Division Superintendents
Division Chiefs
Heads of Units/Offices
All Others Concerned

FROM :  **JESUS U. R. MATEO**
Undersecretary for Planning and Field Operations

SUBJECT : **COMPENDIUM OF DEPED OFFICE FUNCTIONS AND JOB DESCRIPTIONS**

DATE : 25 JANUARY 2018

The Bureau of Human Resource and Organizational Development, through the Organization Effectiveness Division released the compendium of Office Functions and Job Descriptions for the Department and its plantilla items. The issuance of the compendium is a product of collaborative work among the offices to serve as a reference document for office operations.

More specifically, this compilation shall serve as a guide in:

- Delineating unique office mandates, functions, and broad-stroke deliverables based on the rationalized structure (DepEd Order No. 52, s. 2015);
- Providing the ideal functions of the office which in turn feeds into the Strategic Plan of the Office. From the said strategic plan, the priorities of the office for the current year as translated into the Organization Performance and Commitment Review (OPCR) in the Results-based Performance Management System (RPMS) may be culled out.
- Accomplishing the Individual Performance Commitment and Review (IPCR) in the RPMS, using the Job Descriptions. This assures that both individual and collective efforts and deliverables contribute to realizing DepEd's strategic directions and priorities.

All Office Functions documents can be accessed at www.deped.in/DepEdOfficeFunctions/

To ensure alignment and proper documentation, any future clarifications or revisions made on the functions and job descriptions concerning your office is advised to be coursed through BHROD, for inclusion and updating of the said compendium.

Please contact Ms. Catherine Castañares or Ms. Cecilia Tiamson from Organization Effectiveness Division at (+632) 633 - 5375, for inquiries or clarifications. Thank you.