March 5, 2018

### **DIVISION MEMORANDUM**

No. 159 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 <a href="www.deped.in/DepedOfficeFunctions">www.deped.in/DepedOfficeFunctions</a>.
- 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.

Schools Division Superintendent
OIC-Assistant Regional Director





# REPUBLIKA NG PILIPINAS REPUBLIC OF THE PHILIPPINES KAGAWARAN NG EDUKASYON DEPARTMENT OF EDUCATION REHIYON VII, GITNANG VISAYAS

#### REHIYON VII, GITNANG VISAYA REGION VII, CENTRAL VISAYAS

Sudlon, Lahug, Cebu City



#### REGIONAL MEMORANDUM

No. \$ 145 . s. 2018

FEB ! 9 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 <a href="www.deped.in/DepEdOfficeFunctions">www.deped.in/DepEdOfficeFunctions</a>, where all Office Functions documents can be easily accessed.
- 3. Immediate dissemination and compliance of this Memorandum is desired.

JULIET A. VERUTA

Director III

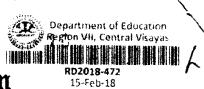
Officer-in-Charge

Office of the Regional Director

JAJ/VVY/BBS



# Republic of the Philippines Department of Education



## 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

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 <a href="https://www.deped.in/DepEdOfficeFunctions/">www.deped.in/DepEdOfficeFunctions/</a>

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.

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