



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

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March 5, 2018

**DIVISION MEMORANDUM**

No. 163, 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

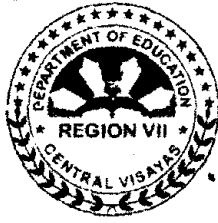
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1. Attached is Regional Memorandum No. 145, s. 2018 disseminating the Memorandum issued by the Office of Undersecretary Jesus L. R. Mateo, Undersecretary for Planning and Field Operations relative to the DepEd Office Functions and Job Descriptions.
2. All Office functions documents can be accessed at [www.deped.in/DepedOfficeFunctions](http://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.

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

07 MAR 2018

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*PICARON*

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](http://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. VERUTA**  
Director III  
Officer-in-Charge  
Office of the Regional Director

JAJ/vvy/BBS

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
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

*"EFA 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 L. 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/](http://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 BHRD, 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.