




Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM
MLC-2023-451

TO : DR. JOELYZA M. ARCILLA, OIC-ASDS
DR. MARCELO K. PALISPIS, OIC-ASDS
DR. NILITA L. RAGAY, OIC-ASDS/ Chief-CID
DR. RACHEL B. PICARDAL, Chief-SGOD
ATTY. EDUARDO T. SEDILLO, Legal Officer
MS. MA. JENNIFER P. PIODOS, Accountant III
MS. LYDIA D. CACAS, Budget Officer
MS. LANI B. YURONG, Admin Officer V
MS. REMYLIN V. GAO-GAO, Division ITO
MS. JIAN A. DIAZ, Admin Officer IV
MR. NIÑONITO DIVINO, Admin Aide

FROM : 
NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
6/30/23

SUBJECT : CORRIGENDUM OF DATE TO THE CONDUCT OF FOCUS GROUP
DISCUSSIONS IN SCHOOLS DIVISION OFFICES (SDOs) TO REVIEW
THE STRUCTURE, FUNCTIONS AND PROCESSES

DATE : June 29, 2023

1. This office informs you on the Corrigendum of date to MLC-2023-353 titled “**Attendance to the Conduct of Focus Group Discussions in Schools Division Offices (SDOs) to Review the Structure, Functions and Processes from June 13-16, 2023 to July 5-8, 2023 at the SDS Conference Room, SDO of Negros Oriental, Capitol Area, Daro, Dumaguete City.**”
2. All other provisions on this Memorandum shall remain in effect.
3. For your guidance and compliance.

NCO/MKP-JMA-NLR/CID-NLR/ching

03 JUL 2023



Address: Kagawanan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.:(035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph




Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent

MEMORANDUM
MLC-2023- 353

TO : DR. JEOLYZA M. ARCILLA, OIC-ASDS
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MS. JIAN A. DIAZ, Admin Officer IV
MR. NIÑONITO DIVINO, Admin Aide

FROM : 
NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
5/24/23

SUBJECT : ATTENDANCE TO THE CONDUCT OF FOCUS GROUP DISCUSSIONS IN SCHOOLS DIVISION OFFICES (SDOs) TO REVIEW THE STRUCTURE, FUNCTIONS AND PROCESSES

DATE : May 23, 2023

1. This office informs you of your attendance to the **Conduct of Focus Group Discussions in Schools Division Offices (SDOs) to Review the Structure, Functions and Processes on June 13-16, 2023 at the SDS Conference Room, SDO of Negros Oriental, Capitol Area, Daro, Dumaguete City.**
2. Please see attached DepEd Memorandum No. DM-OUHROD-2023-0609 for reference.
3. This Memorandum serves as an Authority to Travel.
4. For your guidance and compliance.

NCO/MKP-JMA-NLR/CID-NLR/ching

25 MAY 2023



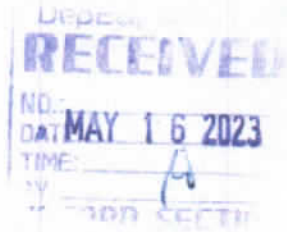
Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City
Telephone Nos.: (035)225-2838 / 225-2376 / 422-7644
Email Address: negros.oriental@deped.gov.ph



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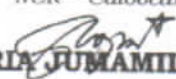
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM

DM-OUHROD-2023-0609

TO : **Regional Directors**
Schools Division Superintendents
I - La Union, Pangasinan II, San Fernando City
II - Cagayan, Cauayan City, Isabela
III - Bataan, Balanga City, Bulacan
IV-A - Laguna, Quezon, Sto. Tomas City
IV-B - Oriental Mindoro, Palawan, Puerto Princesa City
V - Camarines Sur, Iriga City, Sorsogon Province
VI - Antique, Guimaras, Iloilo, Negros Occidental, Victorias City
VII - Canlaon City, Negros Oriental
VIII - Catbalogan City, Leyte, Samar
IX - Dapitan, Dipolog, Zamboanga del Norte
X - Bukidnon, Camiguin, Malaybalay City
XI - Davao City, Davao Oriental, IGACOS
XII - Koronadal City, South Cotabato, Sultan Kudarat
CAR - Kalinga, Tabuk City
CARAGA - Butuan City, Dinagat Islands, Surigao del Norte
NCR - Caloocan City, San Juan, Quezon City

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CONDUCT OF FOCUS GROUP DISCUSSIONS IN SCHOOLS DIVISION OFFICES (SDOs) TO REVIEW THE STRUCTURE, FUNCTIONS AND PROCESSES**

DATE : **05 May 2023**

Aligned with the MATATAG Agenda and feedback from the Integrity, Competence and Diligence (ICD) workshops that were conducted with leaders from regional offices and schools division offices (SDOs), the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) shall conduct a **focus group discussion on selected SDOs to review the existing structure, functions and processes.**

The review aims to:

- a. gather information on the factors affecting the performance of SDOs;
- b. analyze the current situation of the SDOs relevant to its size classification, structure and functions from the Rationalization Program;
- c. identify best practices, challenges, and gaps;

- d. baseline assessment for the National Quality Management System for SDOs; and
- e. solicit policy and program recommendations for the top management.

The FGDs shall be conducted in selected 51 SDOs based on their size classification, geographical conditions and current context. This shall be facilitated by three (3) teams, where each team is composed of two to three (2-3) personnel from the OED.

Size Classification	City	Province
Small	9	1
Medium	8	14
Large	3	13
Very Large	-	3
Total	20	31
		51

Below is the indicative schedule for the said FGDs:

Indicative Schedule	OED Team	Region	Schools Division Office	Classification
May 9-16, 2023	B	IV-A	1. Rizal	Large-Province
		NCR	2. Quezon City	Large-City
			3. San Juan	MeMedi
TBA	C	III	4. Bulacan	Large-Province
TBA			5. Balanga City	Small-City
May 15- 17	A	IV-A	6. Bataan	Medium-Province
			7. Laguna	Large-Province
			8. Quezon	Very Large-Province
May 16-22, 2023	B	II	9. Sto. Tomas City	Medium-City
			10. Cagayan	Large-Province
		CAR	11. Cauayan City	Small-City
			12. Isabela	Large-Province
	C	V	13. Kalinga	Medium-Province
			14. Tabuk City	Medium-City
			15. Camarines Sur	Very Large-Province
May 25- June 2, 2023 June 13-16, 2023	B	I	16. Iriga City	Small-City
			17. Sorsogon	Medium-Province
			18. La Union	Medium-Province
	A	VI	19. Pangasinan II	Large-Province
			20. San Fernando City	Small-City
	C	VII	21. Negros Occidental	Large-Province
			22. Victorias City	Small-City
June 5-9, 2023	A	VI	23. Canlaon City	Small-City
			24. Negros Oriental	Large-Province
			25. Dapitan City	Small-City
	B	VIII	26. Dipolog City	Medium-City
			27. Zamboanga del Norte	Large-Province
			28. Antique	Medium-Province
			29. Iloilo	Very Large- Province
			30. Guimaras	Medium-Province
			31. Catbalogan City	Medium-City
			32. Leyte	Large-Province

and accommodation, if necessary.

The assigned team shall coordinate with your SDO for the arrangements. For more information, please email bhrod.oed@deped.gov.ph, call (02) 8633-5375, or

	C	X	33. Samar	Medium-Province
			34. Bukidnon	Large-Province
			35. Camiguin	Small-Province
			36. Malaybalay City	Medium-City
June 13-16, 2023	A	IV-B	37. Oriental Mindoro	Medium-Province
			38. Palawan	Large-Province
			39. Puerto Princesa	Medium-City
	C	XI	40. Davao City	Large-City
			41. Davao Oriental	Medium-Province
			42. Island Garden City of Samal (IGACOS)	Small-City
	B	XII	43. Koronadal City	Medium-City
			44. South Cotabato	Medium-Province
			45. Sultan Kudarat	Medium-Province
TBA	A	CARAGA	46. Butuan City	Medium-City
			47. Dinagat Islands	Medium-Province
			48. Surigao del Norte	Medium-Province
FGD already conducted		VII	49. Bohol	Large-Province
		CAR	50. Benguet	Medium-Province
		NCR	51. Caloocan	Large - City

Target Participants:

1. SDO Top Management and/or Technical Staff:
 - a. Schools Division Superintendent and/or Assistant Schools Division Superintendent/s
 - b. Chiefs of the Curriculum Implementation Division and School Governance and Operations Division
 - c. Section Heads of Administrative, Human Resource, Finance, Legal, & ICT
2. One documenter from the SDO

Time Allotment per SDO	Activity
15-30 minutes	Introduction
2 - 3 hours	FGD Proper
15-30 minutes	SDO physical visit

We would like to seek your assistance to ensure the availability of the identified SDO personnel during the FGDs, providing logistical assistance for inter-SDO transfer and accommodation, if necessary.

The assigned team shall coordinate with your SDO for the arrangements. For more information, please email bhrod.oed@deped.gov.ph, call (02) 8633-5375, or coordinate directly with the OED Team assigned per region for the suggested schedule of FGD per SDO:

	Team	Email Address	Contact Number
A	Mr. Joel Mendoza Ms. Michelle Anne Raquino	michelle.raquino@deped.gov.ph	09368601317
B	Ms. Diane-Joyce Perez Ms. Dorothy Aireen Lipit	dorothy.lipit@deped.gov.ph	09653174489
C	Ms. Maricarl Fabian Ms. Asmen Halog	maricarl.botin@deped.gov.ph asmen.halog@deped.gov.ph	09602596433

Thank you.

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[UPDATED SCHEDULE] SDO REVIEW

Michelle Anne Raquino <michelle.raquino@deped.gov.ph>
 to me, victorina.city, DepEd, negros.occidental01, DepEd, guimaras, jureny.galaton, terlan.galosa, joellmendoza, Richard
 Dear colleagues,

I hope this email finds you well

In relation to Memorandum DM-OUHRD-2023-0809 on the conduct of Focus Group Discussions in Schools Division Offices (SDOs), I am writing this email to inform you of the updated schedule of FGDS for the remaining SDOs:

Team A: Joel O. Mendoza and Michelle Anne C. Raquino

DATE	DESTINATION
June 21-23, 2023	Region VI (SDO Antique)
July 5-8, 2023	Region V/VIII (SDOs Negros Oriental, Canelon, Victorias)
July 10-14, 2023	Region VI (SDOs Iloilo, Guimaras, Negros Occidental)

Please be informed that the above-mentioned schedules may be subject to changes based on the availability of the target participants from the said SDOs.

- In addition, as mentioned in the memo, please be guided by the following:
- The target participants are the following:
 SDO Top Management and/or Technical Staff
 a. School Division Superintendents and/or Assistant School Division Superintendents
 b. Chiefs of the Curriculum and Implementation Division and School Governance and Operations Division
 c. Section heads of Administrative, Human Resource, Finance, Legal and ICTS
 - One documenter from SDO.
 - Template for the SDO reporting may be accessed and uploaded through this link: <https://tinyurl.com/SDOReview>
 - Below is the flow and time allotment of the activity

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1. The urgent participants are the following:
SDO Top Management and/or Technical Staff
 - a. School Division Superintendents and/or Assistant School Division Superintendents
 - b. Chiefs of the Curriculum and Implementation Division and School Governance and Operations Division
 - c. Section Heads of Administrative, Human Resource, Finance, Legal and ICTS
2. One documenter from SDO.
3. Template for the SDO reporting may be accessed and uploaded through this link: <https://tinyurl.com/SDOReview>
4. Below is the flow and time allotment of the activity.

Time allotment per SDO	Activity
15-30 mins	Introduction by BHRD-OED
2-3 hours	Presentation of SDO
15-30 mins	FSD Proper
	SDO Physical Visit

For questions or concerns, please contact through phone number at 0936-960-1317 or you may reply to this email.

Please acknowledge receipt of this email

Thank you

Bless up,

Ms. Michelle Anne C. Raquino
 Bureau of Human Resource and Organizational Development-Organization Effectiveness Division
 Department of Education
 4F Mabini Building, DepEd Complex, Alabang Avenue, Pasig City 1600
 0936-960-1317

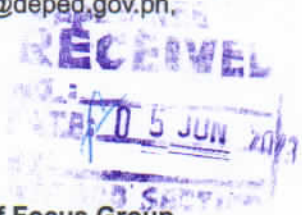
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[FOR INFORMATION] SDO REVIEW

Michelle Anne Raquino <michelle.raquino@deped.gov.ph>
 To: negros.occidental@deped.gov.ph, iloilo@deped.gov.ph, guimaras@deped.gov.ph, antique@deped.gov.ph,
 negros.oriental@deped.gov.ph, victorias.city@deped.gov.ph

Fri, Jun 2, 2023 at 11:46 AM



Dear colleagues,

Good day! I hope this email finds you in good health and spirits.

I am writing this email concerning the recently issued **DM-OUHROD-2023-0609 - Conduct of Focus Group Discussions (FGD) in Schools Division Offices to Review the Structure, Functions and Processes.**

Attached is the tentative schedule for your reference, please note that the said schedules are subject to changes depending on the availability of flights and concerned participants.

Week: June 13-16, 2023

RO	SDO	Date	Origin	DATE AND TIME		MODE OF TRANSPORTATION				
					PLANE	FERRY	PLANE	FERRY		
VI/VI I	Negros Oriental	June 13, 2023	Residence to NAGA Terminal	8:00 AM	8:00 AM	Taxi				
			Day 1							
			NAGA to Dumaguete Airport	8:45 AM	10:00 AM					
			Dumaguete Airport to DepEd Negros Oriental	10:50 AM	10:00 AM	DepEd Vehicle (c/o SDO Neg Ori)				
	Activity Proper: tentative start - 11:00 AM	11:00 AM	2:00 PM							
	--- Stay at Negros Oriental ---									
	Cantlon	June 14, 2023	DepEd Negros Oriental to DepEd Cantlon	8:00 AM	12:00 HH	DepEd Vehicle (c/o SDO Neg Ori)				
			Activity Proper: tentative start 1:00 PM	1:00 PM	4:00 PM					
	--- Stay at Cantlon ---									
	Negros Occidental	June 15, 2023	DepEd Cantlon to DepEd Negros Occidental	8:00 AM	12:00 HH					
			Activity Proper: tentative start 1:00 PM	1:00 PM	4:00 PM					
	--- Stay at Bacolod City ---									
	Victorias	June 16, 2023	Bacolod City to DepEd Victorias	8:00 AM	9:00 AM					
			Activity Proper: tentative start 9:00 AM	8:00 AM	12:00 HH					
			DepEd Negros Occidental to Bacolod Airport	2:15 PM	2:45 PM	DepEd Vehicle (c/o SDO Negros Occ)				
			Bacolod Airport to NAGA	17:30 PM	18:45 PM					
NAGA to residence			7:00 PM	8:00 PM	Taxi					

Page Break

WEEK: JUNE 20-23, 2023

RO	SDO	DATE	Origin	DATE AND TIME		MODE OF TRANSPORTATION				
					FLANE	FERRY	PLANE	FERRY		
IV	Iloilo	June 20, 2023	Day 1							
			Residence to NALA	8:00 AM	8:00 AM	Taxi				
			NALA to Iloilo Airport	8:20 AM	9:45 AM					
			Iloilo Airport to DepEd Iloilo	9:45 AM	10:15 AM	DepEd Vehicle (c/o SDO Iloilo)				
				Activity Proper: Tentative start 11:00 AM	11:00 AM	4:00 PM				
	--- Stay at Iloilo ---									
	Guimaras	June 21, 2023	Day 2							
			DepEd Iloilo to Ortis Wharf Iloilo	7:00 AM	7:30 AM	DepEd Vehicle (c/o SDO Iloilo)				
			Ortis Wharf Iloilo to Jordan Fort Guimaras	7:30 AM	8:00 AM			Hourly		
			Jordan Fort Guimaras to DepEd Guimaras	8:00 AM	8:30 AM	DepEd Vehicle (c/o SDO Guimaras)				
				Activity Proper: Tentative start 9:00 AM	9:00 AM	4:00 PM				
	--- Stay at Guimaras ---									
	Antique	June 22, 2023	Day 3							
DepEd Guimaras to Jordan Fort Guimaras			7:00 AM	7:30 AM	DepEd Vehicle (c/o SDO Guimaras)					
Jordan Fort Guimaras to Ortis Wharf Iloilo			7:30 AM	8:00 AM			Hourly			
Ortis Wharf Iloilo to DepEd Antique			8:00 AM	9:30 AM	DepEd Vehicle (c/o SDO Antique)					
			Activity Proper: tentative start 10:00 AM	10:00 AM	5:00 PM					
--- Stay at Antique ---										
June 23, 2023	Day 4									
	DepEd Antique to Iloilo Airport	10:00 AM	11:30 AM							
	Iloilo Airport to NALA	12:10 PM	14:35 PM							
			NALA to residence	2:35 PM	3:35 PM	Taxi				

As mentioned in the memo, please be guided by the following:

- The target participants are the following:
 - SDO Top Management and/or Technical Staff
 - School Division Superintendents and/or Assistant School Division Superintendents
 - Chiefs of the Curriculum and Implementation Division and School Governance and Operations Division
 - Section heads of Administrative, Human Resource, Finance, Legal and ICTS
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2-3 hours	FGD Proper
15-30 mins	SDO Physical Visit

For questions or clarifications, you may contact me at number 0936-860-1317 or you may reply to this email.

Thank you very much.

Bless up,

Ms. Michelle Anne C. Raquino

Bureau of Human Resource and Organizational Development-Organization Effectiveness Division
Department of Education
4F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
0936-860-1317

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