



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division Office of negros oriental

**Office of the Schools Division  
Superintendent**

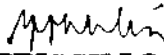
DIVISION MEMORANDUM

No. 243, s. 2022

**CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB DESCRIPTIONS OF  
TEACHING AND SCHOOL ADMINISTRATION POSITIONS VIA GOOGLE FORMS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors/Division Coordinators  
Public Schools District Supervisors/ District In-Charge  
Elementary & Secondary School Heads  
All Others Concerned

1. Attached is Regional Memorandum no. 0244, s. 2022, titled **CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB DESCRIPTIONS OF TEACHING AND SCHOOL ADMINISTRATION POSITIONS VIA GOOGLE FORMS**, contents of which are self-explanatory.
2. Division participants (please see attachment) are requested to accomplish the link: **[bit.ly/JD\\_OnlineValidationForm](https://bit.ly/JD_OnlineValidationForm)** on or before 11:59 PM of March 25, 2022.
3. For details, please see attached memorandum.
4. For assistance, you may contact Ms. Iryll through (035) 225-6180.
5. For the information, guidance, and compliance of all concerned.

  
**SENEN PRISCILLO P. PAULIN, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SPP/JMA/MKP-NLR/SGOD/RBP/imsm  
March 25, 2022



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**DIVISION PARTICIPANTS TO THE CONDUCT OF ONLINE VALIDATION OF THE  
DRAFT JOB DESCRIPTIONS OF TEACHING AND SCHOOL ADMINISTRATION  
POSITIONS VIA GOOGLE FORMS**

<b>NAME</b>	<b>STATION</b>
RIZA JUNE S. FRANCISCO	RAMON PONCE DE LEON ELEM SCH.
JULIET D. RUBIO	JOSE MARIE LOCSIN MHS
JOANNIE DAWN A. SAGUBAN	DON EMILIO MACIAS MEM. NATIONAL HS
DR. JERRY V. DIAMANTE	FELIPE TAYKO MEM. SCHOOL
BLYNDA MAE J. GUTANG	SUMALIRING HS
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JOSEPHINE N. JAMANDRON	SIATON NATIONAL HS
ESTERIA J. MACAJELOS	CATICUGAN HIGH SCHOOL
GLYNDEL D. PASTOR	AYUNGON NATIONAL HS
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LEIZL A. ELLI	NEGROS ORIENTAL HIGH SCHOOL
LOLITA T. RIVERA	SIATON NHS- SHS
GINO E. ALIVIADO	APOLOY ELEMENTARY SCH.
DR. SUSANA S. AUSTERO	ZAMBOANGUITA CES
EARL LUVIC DICEN	BALUGO HIGH SCHOOL
JADE T. FRANCISCO	MARIA MACAHIG MEM. HIGH SCH
EVANGELINE K. IJE	MALOH PROVINCIAL COMMUNITY HS-SHS
CLINT D. NOBLEFRANCA	AMDUS ELEMENTARY SCHOOL
CHRISTOPHER KINKITO	FELIPE TAYKO MEM. SCH.- ALS
LARY K. KIRIT	CATICUGAN HIGH SCHOOL



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. \_\_\_\_\_, s. 2022

**Conduct of Online Validation of the Draft Job Descriptions of Teaching and School Administration Positions via Google Forms**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Administrative Services Division hereby disseminates the conduct of **Online Validation of the Draft Job Descriptions of Teaching and School Administration Positions via Google Forms** as spearheaded by the Bureau of Human Resource and Organizational Development (BHROD) starting on March 21-25, 2022.
2. Relative to this, all Schools Division Offices are requested to select 20 respondents from their respective divisions to answer the online validation form which can be accessed through this link: [bit.ly/JD\\_OnlineValidationForm](https://bit.ly/JD_OnlineValidationForm). Responses shall only be accepted until 11:59 PM on the last day.
3. For more details, kindly refer to the attached communication;
4. Immediate dissemination of this Memorandum is desired.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/ASD/IFC/arc



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Republika ng Pilipinas

## Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-HROD-2022-0324

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM :   
WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-In-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : CONDUCT OF ONLINE VALIDATION OF THE DRAFT JOB  
DESCRIPTIONS OF TEACHING AND SCHOOL  
ADMINISTRATION POSITIONS VIA GOOGLE FORMS

DATE : 16 March 2022

In its continuous effort to ensure that the organization and its manpower are responsive to challenges and opportunities focused on the delivery of quality, accessible, relevant, and liberating basic education, the Department of Education (DepEd) has initiated a review of one of the core components of its overall strategic Human Resource Management System, the Recruitment, Selection, and Placement (RSP) system. This review is in line with the Department's commitment to adopt consistency of standards and required competencies in all positions pursuant to the Civil Service Commission (CSC) Memorandum Circular (MC) No. 14 s. 2018 otherwise known as the *Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA)* which encourages agencies to set specific or higher standards and required competencies for their positions.

In this light, the Bureau of Human Resource and Organizational Development (BHROD), together with Philippine Normal University – Research Center for Teacher Quality (PNU-RCTQ), is spearheading the revision of the Qualification Standards of teaching and school administration positions. This initiative includes creation of **Job Descriptions (JDs)** with **Job Summaries** of the aforementioned positions. Given this activity, the BHROD-SED shall conduct an *Online Validation of the Draft Job Descriptions of Teachers, Master Teachers, and School Principals*. This online validation aims to collect valuable insights from the teachers



and school administrators and validate the accuracy of the draft job descriptions in relation to their actual work, duties, and role and responsibilities. The validation shall allow the BHROD to further improve the articulation of the job descriptions of these school-based positions.

The online validation shall be administered via Google Forms and can be accessed here: [bit.ly/ID OnlineValidationForm](https://bit.ly/IDOnlineValidationForm). The online validation form shall run for five (5) days starting **Monday, 21 March until Friday, 25 March 2022**. Responses shall only be accepted until 11:59 PM on the last day.

In view of the foregoing, each **Regional Office (RO)** shall select **100 respondents only from their respective regions to answer the online validation form** while ensuring that the above-mentioned positions are well-represented. It is recommended that ROs consider teachers, master teachers, and school principals with varied backgrounds in terms of specialization, tenure, proficiency, experiences, among others. Furthermore, ROs are also recommended to include multi-grade, Alternative Learning System (ALS), Indigenous Peoples Education (IPEd), Arabic Language and Islamic Values Education (ALIVE), Special Education (SPED), and/or Special Science teachers to ensure diversity of respondents.

For queries and concerns, kindly course through **Ms. Marian M. Efondo** of BHROD-SED at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph)

For immediate dissemination and appropriate action.

[BHROD-SED/Lazaro]

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