



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Regional Advisory No. 054 s. 2026

June 02, 2026

In compliance with DepEd Order (DO) 08, s.2013
this advisory was issued not for endorsement per DO 08, s.2001
but only for the information of DepEd NIR officials and personnel/staff.

**VALIDATION WORKSHOP ON THE REDEFINED JOB DESCRIPTIONS OF
SCHOOLS DIVISION OFFICE (SDO) NON-TEACHING AND RELATED
TEACHING POSITIONS**

Attached is the Advisory on the Validation Workshop on the Redefined Job Description of Schools Division Office (SDO) Non-Teaching and Related Teaching Positions dated May 19, 2026.

Be advised that the venue for this activity will be at DepEd NEAP RO XII, General Santos City. Board and lodging, travel, and other miscellaneous expenses shall be charged to FY 2026 GASS funds under Activity Codes AC-26-BHROD-OED-GASS-018.

For queries and concern, contact Ms. Pia P. Pangilinan or Mr. Van Sanchez of the BHROD-Organization Effectiveness Division through email at bhrod.oed@deped.gov.ph or telephone number (02) 8633-5375.

AD/PS/JEM/REGIONAL ADVISORY-Validation Workshop on the redefined Job Descriptions...



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Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

Re: **DM-OUHRODI-2026-1602**

May 19, 2026

In reference to Memorandum DM-OUHRODI-2026-1602 regarding the **Validation Workshop on the Redefined Job Descriptions of Schools Division Office (SDO) Non-Teaching and Related Teaching Positions** scheduled on **June 2-5, 2026**, please be informed that the final venue for the said activity will be at **DepEd NEAP RO XII, General Santos City**.

Further, please take note of the amended **Annex A: List of Participants**, as well as the administrative and logistical arrangements for the workshop indicated below:

	Day 1 (Tuesday)	Day 2 (Wednesday)	Day 3 (Thursday)	Day 4 (Friday)
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

1. There will be no Day 0, the program proper will begin on Day 1 at 01:00 P.M.
2. Check-in will be on Day 1 (June 2, Tuesday) at 2:00 PM; and check-out will be on Day 4 (June 5, Friday) at 12:00 PM.
3. First meal provision will be **Lunch on Day 1** (June 2, Tuesday); and last meal provision will be **Lunch on Day 4** (June 5, Friday).
4. Board and lodging of all participants, as well as travelling and other miscellaneous expenses of the Program Management Team, shall be charged against FY 2026 GASS funds under Activity Codes AC-26-BHROD-OED-GASS-018.
5. Travelling and other miscellaneous expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
6. Participants are requested to bring their own **laptops** and **extension cords** for the workshops.
7. **Pre-registration is a must** to ensure accommodation for board and lodging. No confirmation of attendance will be issued for participants who fail to complete the pre-registration until **May 22, 2026 (Friday)**, through the link below:
<https://tinyurl.com/JDvalidation>




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For further questions or clarifications, please feel free to contact **Ms. Pia P. Pangilinan** or **Mx. Van Sanchez** of the BHROD-Organization Effectiveness Division through email at **bhrod.oed@deped.gov.ph** or at telephone number **(02) 8633-5375**.

For your information and guidance.

Thank you.


ALBERT JEROME C. ANDRES
Chief Administrative Officer
Concurrent Officer-in-Charge, Office of the Director III
Bureau of Human Resource and Organizational Development



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ANNEX A: LIST OF PARTICIPANTS

Validation Workshop on the Redefined Job Descriptions of SDO Non- Teaching and Related Teaching Positions

June 02-05, 2026 | DepEd NEAP ROXII, General Santos City

Position to Review	No. of Pax	Names/RO/SDO Assigned
Regional Office		
Assistant Regional Director	1	RO XII Kathrine H. Lotilla - ARD (TWG)
FTAD - Chief Education Supervisor	1	RO V
QAD - Chief Education Supervisor	1	RO 3 - Edwin Marcos (TWG)
QAD - Education Program Supervisor	1	RO 2 - Ronnie P. Guiloy
HRDD - Chief Education Supervisor	1	RO 1 - Maria Teresa M. Bautista
HRDD - Education Program Supervisor	1	NCR - Rhea Eden
ESSD - Chief Education Supervisor	1	DepEd CARAGA
Admin Division - Chief Administrative Officer	1	ROIVA CALABARZON
Cash Section- Administrative Officer V	1	DepEd NCR
Personnel Section- Administrative Officer V	1	RO 8 - Eva D. Rosales
Finance Division- Accountant III	1	DepEd RO 8
Finance Division- Budget Admin Officer V	1	RO 6 - Jhona Lyda Sitchon
Schools Division Office		
Schools Division Superintendent	1	Soraya T. Faculo, SDO Baguio City
Asstn School Division Superintendent	1	Jennifer Vivas, SDO Marikina City (TWG)
Legal Unit - Attorney III	1	Rexcia Maria Baldeo, SDO Quezon Province
ICT Unit - Information Technology Officer I	2	Elson Jamero, SDO Camiguin SDO Zamboanga Sibugay
Administrative Unit		
Administrative Officer V	3	Jane S. Fuentes, SDO Rizal (TWG) Jared Jay P. Robea, SDO Las Pinas City George Emman D. Manuel, SDO Laoag City
Cash - Administrative Officer IV	1	SDO Aurora
Personnel - Administrative Officer IV	1	Gladys C. Beler, SDO Pasay
Property - Administrative Officer IV	2	Elfie M. Bocoy, SDO Rizal Eleonor P. Cruz, SDO Misamis Oriental
Records - Administrative Officer IV	1	Mary Arlyn Rosafe Grecia-Quitayen, SDO Kidapawan City
Procurement - Administrative Officer IV	2	Kit R. Laserna, SDO Roxas City SDO Cebu City
Finance Unit		
Accounting - Accountant III	2	Carlo Divedor, SDO South Cotabato SDO Cebu Province
Budget - Administrative Officer V	1	Mark Lorren T. Tejano, SDO Misamis Oriental



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Position to Review	No. of Pax	Names/RO/SDO Assigned
Curriculum Implementation Division		
Chief Education Supervisor	1	Lorna Medrano, SDO Lipa City (TWG)
Education Program Supervisor	1	Maribel Ancheta, SDO Isabela
Public Schools District Supervisor	2	Melvin Willy Roque, SDO Valenzuela City Sergio Cabrera, PSDSA President/ SDO San Fernando City (TWG)
Education Program Supervisor-LR	2	Gilbert Apostol, SDO Sorsogon Province Jonas Feliciano Domingo, SDO San Juan City
School Governance and Operations Division		
Chief Education Supervisor/ OIC ASDS	3	Rommel L. Libang, SDO Cagayan Province (TWG) Dondy A. Depositario - SDO Cadiz City/ OIC-ASDS Sipalay City SDO Lanao Del Norte
Education Program Supervisor	2	Ederlina D. Balaña, SDO Quezon City Melanie M. Asuncion, SDO Nueva Viscaya
School Management M&E		
Senior Education Program Specialist	2	Salvador E. Manansala I, SDO Mandaluyong Albert Bautista, SDO Cauayan City
School Mobilization and Networking		
Senior Education Program Specialist	1	SDO Occidental Mindoro
Project Development Officer II (DRRM)	1	Arvin Repaso, SDO Quezon
Project Development Officer I (Youth Formation)	2	Jairus John M. Gochuco, SDO Cagayan de Oro City Richard E. Davide, Dinagat Islands, CARAGA
School Health and Nutrition		
Medical Officer III	2	Dr. Jose Mario Amado Pingul - SDO Balanga City Dr. Ma. Clariza Mempin - SDO Baliwag City
Dentist II	2	Dr. Ernesto C. Anteola, Jr., DepEd RO 10 Dr. Fatima Palencia, SDO Camarines Sur
Nurse II	1	Stephen Mark Catres, SDO Davao Oriental
Education Facilities - Engineer III	2	Engr. Caroline Q. Lagula, SDO Nueva Viscaya Engr. Benjamin P. Saligan - SDO Zamboanga City
HRD - Senior Education Program Specialist	2	Irish Karylle D. Monte, SDO Misamis Oriental Ivy Romano, SDO Muntinlupa City
NEAP - Senior Education Program Specialist	1	Alvin Metrillo, SDO Batangas City



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Position to Review	No. of Pax	Names/RO/SDO Assigned
Planning and Research		
Senior Education Program Specialist	1	Janekin V. Hamoc, SDO Zamboanga City
Planning Officer III	1	Yonylde Escano-Batistil, SDO Bukidnon
Central Office TWG/Representatives		
TWG Member for RO/SDO RTP	1	Marife T. Murcilla, PDO V, NEAP-PDD
BLSS-Youth Formation Division	1	Representative
BHROD Facilitator	1	Ruby Chanda Crisostomo
BHROD Facilitator	1	Pia Pangilinan-Eugenio
BHROD Documenter/Secretariat	2	Van Paulo Sanchez & Rose Merval Albo
BHROD Facilitator/Documenter	2	Jeric Llanto & Bea Mariae Rolaine C. Ramos
BHROD - ODir	1	Dir. Albert Jerome Andres
BHROD - HRDD	1	Representative
OUHROD Documenter/Co-facilitator	1	Rizza Mae Buisa
Total Participants	70	