



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**  
No. 556, s. 2025

OCT 30 2025

**VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL STRUCTURE  
AND STAFFING STANDARDS (SOSS) WITH REGIONAL OFFICES  
AND SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendent of Sipalay City  
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-3011 dated October 24, 2025 re: "Validation Workshop on School Organizational Structure and Staffing Standards (SOSS) with Regional Offices and Schools Division Offices" which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated

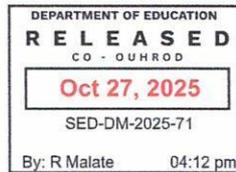
To be indicated in the Perpetual Index  
under the following subjects:

POLICY                      PROGRAM                      ATTENDANCE                      WORKSHOPS

ASD/PS/AGS/REGIONAL MEMO -dissemination- DM-OUHROD-2025-3011-Validation Workshop on SOSS - RO and SDO



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: nir@deped.gov.ph  
Website: <https://tinyurl.com/nir-gov-ph>



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

**DM-OUHROD-2025-3011**

FOR : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

FROM : **WILFREDO E. CABRAL**  
E-signed by Wilfredo Cabral  
2025, 4:04:11 PM  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS) WITH REGIONAL OFFICES AND SCHOOLS DIVISION OFFICES**

DATE : 24 October 2025

The Human Resource and Organizational Development (HROD) Strand is spearheading the development of the **School Organizational Structure and Staffing Standards (SOSSS)**, a proposed policy that will define the organizational structure and staffing requirements of schools.

In line with this, the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED) will conduct a **Validation Workshop with Regional Offices and Schools Division Offices Representatives** on **November 3-5, 2025** at DepEd Ecotech Center, Cebu City. The workshop aims to gather insights on the feasibility and the required implementation arrangements of the SOSSS prototypes for the alignment of existing school processes, programs, and services.

For complete details of the activity, please refer to the attached documents:

- **Annex A** - Administrative Arrangements
- **Annex B** - List of Participants
- **Annex C** - Indicative Program of Activities

For clarifications and concerns, you may coordinate with **Mr. Christopher Devera** or **Ms. Janey Rhose Diaz of BHROD-SED** through email at [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) or call (02) 8633-5397 / 0916-606-2667.

For your appropriate action.

### Copy Furnished:

OFFICE OF THE SECRETARY, Department of Education



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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Certificate No. P10P-QMS

## Annex A – Administrative Arrangements

### Pre-Work Activity

- To support the workshop activities, participants are requested to accomplish the pre-work activity on or before October 30, 2025 for consolidation. The activity may be accessed through this link: [bit.ly/Pre-workSOSSSRO\\_SDO](https://bit.ly/Pre-workSOSSSRO_SDO)

### Expenses

- The board and lodging expenses for the program management team and field participants shall be charged against **AC-25-BHROD-SED-GASS-2-024**.
- Travel Expenses of the participants shall be charged against **local funds**.

### Room and Meal Arrangements

For board and lodging and meal arrangement, kindly refer to the table below:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
November 3, 2025 (Day 1)	✓	x	✓	✓	✓	✓
November 4, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
November 5, 2025 (Day 3)	x	✓	✓	✓	x	x

- Check-in shall begin at 2:00 pm and Check-out by 12:00 noon.
- No extension or early accommodation shall be allowed other than the provided schedule.

### Confirmation of Attendance

For confirmation of attendance, please register on or before October 28, 2025 using this link: [bit.ly/SOSSSFY25RO\\_SDO](https://bit.ly/SOSSSFY25RO_SDO). Kindly refer to **Annex B** for the List of Participants.

- For RO participants: An authorized representative from the identified office is allowed in cases of unavailability of the pre-identified participant.
- For SDO Participants: replacements will be made by the Regional Office.

### Contact Details

- Contact Person: Ms. Janey Rose Diaz, Administrative Assistant II (ADAS II), BHROD-SED
- Contact Details: [bhrod.sed@deped.gov.ph](mailto:bhrod.sed@deped.gov.ph) / (02) 8633-5397

## Annex B – List of Participants

### Regional Office (RO)

No.	Region	Division/Office	Position	No. of Pax
1.	NCR	ESSD-Special Programs and Projects Section	Project Development Officer IV	1
2.	III	ESSD- Health and Nutrition Section	Medical Officer IV	1
3.	IV-A	Policy, Planning and Research Division	Planning Officer III	1
4.	V	Administrative Division-Cash Section	Administrative Officer V	1
5.	VI	Finance Division-Budget Section	Administrative Officer V	1
6.	VIII	Finance Division-Accounting Section	Accountant III	1
7.	IX	ESSD-Education Facilities Section	Engineer III	1
8.	X	Curriculum and Learning Management Division	Chief Education Supervisor	1
9.	XI	Administrative Division-Asset Management Section	Administrative Officer V	1
10.	CARAGA	LRMD Section	Education Program Supervisor	1

### Schools Division Office (SDO)

No.	Region	SDO	Office	Position	No. of Pax
1	CAR	Baguio City	CID - Learning Resources (LR) Management	Education Program Supervisor	1
2	NCR	Muntinlupa City	OSDS - Administrative Unit (Procurement)	Administrative Officer IV	1
3	NCR	Valenzuela City	CID - Instructional Management / District Instructional Supervision	Public Schools District Supervisor	1
4	NIR	Sipalay City	OSDS - Administrative Unit (Property)	Administrative Officer IV	1
5	CARAGA	Surigao Del Norte	SGOD -Education Facilities	Engineer III	1
6	I	Dagupan City	SGOD -Social Mobilization and Networking	Senior Education Program Specialist	1
7	II	Cagayan	OSDS - Finance Unit (Budget)	Administrative Officer V	1
8	III	Pampanga	OSDS - Administrative Unit (Personnel)	Administrative Officer IV	1
9	IV-A	Imus City	CID - Instructional Management / District Instructional Supervision	Public Schools District Supervisor	1
10	IV-A	Cavite	SGOD-School Management M&E	Senior Education Program Specialist	1

11	IV-B	Puerto Princesa City	OSDS - ICT Unit	Information Technology Officer I	1
12	V	Camarines Norte	CID	Chief Education Supervisor	1
13	V	Naga City	SGOD -Human Resource Development	Senior Education Program Specialist	1
14	VI	Roxas City	OSDS - Administrative Unit	Administrative Officer V	1
15	VII	Cebu Province	OSDS - Administrative Unit (Personnel)	Administrative Officer IV	1
16	VII	Bohol	OSDS - Administrative Unit (Cash)	Administrative Officer IV	1
17	VIII	Tacloban	SGOD-School Health and Nutrition	Medical Officer III	1
18	IX	Zamboanga Sibugay	SGOD	Chief Education Supervisor	1
19	X	Cagayan de Oro City	OSDS - Finance Unit (Accounting)	Accountant III	1
20	XI	Davao De Oro	SGOD-Planning and Research	Senior Education Program Specialist	1
21	XII	Kidapawan City	OSDS - Administrative Unit (Records)	Administrative Officer IV	1

**Annex C – Indicative Program of Activities  
November 3-5, 2025**

Date	Start Time	End Time	Session Topic/Activity
<b>November 3, 2025</b>	<b>DAY 1</b>		
	1:00 pm	1:30 pm	<ul style="list-style-type: none"> <li>Preliminaries Prayer   House Norms   Ice Breaker</li> </ul>
	1:30 pm	2:30 pm	<ul style="list-style-type: none"> <li>Session 1: Overview of the School Structure and Staffing Standards</li> </ul>
	2:30 pm	3:30 pm	<ul style="list-style-type: none"> <li>Session 2: Presentation of Salient Features of JMC and Draft DO</li> </ul>
	3:30 pm	5:00 pm	<ul style="list-style-type: none"> <li>Session 3: Breakout Activity: Draft DO Validation</li> </ul>
	5:00 pm	5:15 pm	<ul style="list-style-type: none"> <li>Day 1 Closing Summary and Reminders</li> </ul>
<b>November 4, 2025</b>	<b>DAY 2</b>		
	8:00 am	8:15 am	<ul style="list-style-type: none"> <li>Preliminaries Prayer   House Norms   Ice Breaker</li> </ul>
	8:15 am	9:05 am	<ul style="list-style-type: none"> <li>Session 4: Group Presentation</li> </ul>
	9:05 am	9:20 am	<ul style="list-style-type: none"> <li>BREAK</li> </ul>
	9:20 am	10:20 am	<ul style="list-style-type: none"> <li>Session 5: Plenary Discussion on Consolidated Validation Matrix</li> </ul>
	10:20 am	10:30 am	<ul style="list-style-type: none"> <li>BREAK</li> </ul>
	10:30 am	11:30 am	<ul style="list-style-type: none"> <li>[cont.] Session 5: Plenary Discussion on Consolidated Validation Matrix</li> </ul>
	11:30 am	1:00 am	<ul style="list-style-type: none"> <li>LUNCH BREAK</li> </ul>
	1:00 pm	1:05 pm	<ul style="list-style-type: none"> <li>Day 2 Morning Recap and overview of afternoon schedule</li> </ul>
	1:05 am	1:10 am	<ul style="list-style-type: none"> <li>Ice Breaker</li> </ul>
	1:10 pm	3:25 pm	<ul style="list-style-type: none"> <li>[cont.] Session 5: Plenary Discussion on Consolidated Validation Matrix</li> </ul>
	3:25 pm	3:40 pm	<ul style="list-style-type: none"> <li>BREAK</li> </ul>
	3:40 pm	5:00 pm	<ul style="list-style-type: none"> <li>Session 6: Breakout Activity: Job Summary Validation</li> </ul>
	5:00 pm		<ul style="list-style-type: none"> <li>Day 2 Closing Summary and Reminders</li> </ul>
<b>November 5, 2025</b>	<b>DAY 3</b>		
	7:30 am	7:45 am	<ul style="list-style-type: none"> <li>Preliminaries Prayer   House Norms   Ice Breaker</li> </ul>
	7:45 am	8:45 am	<ul style="list-style-type: none"> <li>Session 7: Group Presentation</li> </ul>
	8:45 am	9:00 am	<ul style="list-style-type: none"> <li>BREAK</li> </ul>
	9:00 am	11:00 am	<ul style="list-style-type: none"> <li>Session 8: Plenary Discussion</li> </ul>
	11:00 am	12:00 pm	<ul style="list-style-type: none"> <li>Closing Activities</li> </ul>