



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

ADMIN- 2025- 001

SEP 18 2025

**VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL
STRUCTURE AND STAFFING STANDARDS (SOSS) – CLUSTER I
(SCHOOL PRINCIPALS AND ASSISTANT SCHOOL PRINCIPALS)**

To: Schools Division Superintendents of SDO Bago City, SDO Negros
Oriental and SDO Negros Occidental
All Other Concerned

1. Attached is Memorandum DM-OUHROD-2025-2606 dated September 8, 2025 re: "Validation Workshop on School Organizational Structure and Staffing Standards (SOSS) – Cluster I (School Principals and Assistant School Principals)" which is self-explanatory.
2. Attention is particularly invited to the attached Annexes A, B, and C of the said DepEd Memorandum.
3. 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:

PROCEDURE

WORKSHOPS

POLICY

QUALIFICATIONS

ASD/PS/AGS/RM s. 2025- dissemination- DM OUHROD-2025-2606-SOSS- Cluster I



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



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2606

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

FROM : **WILFREDO E. CABRAL**
*Digitally signed by Wilfredo Cabral
2025.09.16 09:59:49 AM*
Undersecretary
Human Resource and Organizational Development

SUBJECT : **VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL
STRUCTURE AND STAFFING STANDARDS (SOSSS) - CLUSTER 1
(SCHOOL PRINCIPALS AND ASSISTANT SCHOOL PRINCIPALS)**

DATE : 16 September 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 select School Heads and Assistant Principals on September 24–26, 2025** at the **DepEd Ecotech Center, Cebu City**. The workshop aims to gather insights on the feasibility of the SOSSS prototypes, including considerations for their implementation arrangements.

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

- **Annex A** - Administrative Arrangements
- **Annex B** - List of Participants

***Note:** The SDO-SGOD is requested to ensure the attendance of the identified participants from the selected schools within their respective divisions. In case that any of the identified participants are unable to attend, the SDO-SGOD shall identify a replacement school and submit the updated list via email at bhrod.sed@deped.gov.ph.*

- **Annex C** - Indicative Program of Activities

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

For your appropriate action.

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OFFICE OF THE SECRETARY, Department of Education



SED-OM-2025-20

Annex A – Administrative Arrangements

1. All participants are requested to fill-out the **Registration Form** on or before **September 16, 2025**, accessible through this link: <https://bit.ly/SOSSS-Workshop>.
2. All **confirmed participants** are asked to join the **Viber Group** accessible in this link: <https://bit.ly/SOSSS-Viber-2>
3. The board and lodging expenses for the program management team and field participants shall be charged against **AC-25-BHROD-SED-GASS-2-024**. For board and lodging and meal arrangement, kindly refer to the table below:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
September 24, 2025 (Day 1)	✓	✓	✓	✓	✓	✓
September 25, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
September 26, 2025 (Day 3)	x	✓	✓	✓	✓	✓

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

6. Travel Arrangements and Expenses

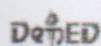
- a. The airfare and/or ferry expense of the program management team as well as the field participants shall be charged against **AC-25-BHROD-SED-GASS-2-024**.
 - b. **Local transportation and per diem allowances** shall be charged against **local funds**.
 - c. **The BHROD-SED shall arrange the airfare tickets** and coordinate with the selected participants regarding their respective flight details prior to the conduct of this activity.
 - d. All **approved Travel Authorities** must be submitted on or before **September 19, 2025**, via email at bhrod.sed@deped.gov.ph.
 - e. Participants traveling by ferry shall arrange their own tickets, which will be reimbursed accordingly.
 - f. All participants must bring the original copies of their boarding pass, tickets, and travel authorities to be submitted on September 24, 2025 (Day 1) before the start of the workshop.
7. Any concerns about confirmation, travel authority, and details shall be coordinated with Ms. Janey Rhose Diaz of BHROD-SED through 0916-606-2667.
 8. All expenses shall be subject to the usual accounting and auditing rules and regulations.

Annex B – List of Participants

Central Office	
Bureau of Human Resource and Organizational Development-Human Resource Development Division	Two (2) Authorized Representatives

SCHOOLS				
School Principals/Heads				
No.	Region	Division	School ID	School Name
1.	NCR	Pasig City	305413	Rizal High School
2.	Region I	Pangasinan I, Lingayen	300165	Bani National High School
3.	Region II	Isabela	103719	San Manuel Central School
4.	Region III	Zambales	301037	Zambales National High School
5.	Region IV-A	Binan City	108213	Biñan CES (Doña Aurora ES)
6.	Region IV-B	Palawan	309151	Amando Carlos Lahoz National High School
7.	Region V	Legaspi	114486	Bagong Abre Elementary School
8.	Region VI	Iloilo	302512	Janiuay NCHS
9.	Region VI	Iloilo	302557	Punta Buri NHS
10.	Region VII	Bohol	118331	Getafe 1 Central ES
11.	Region VII	Cebu	119735	Liki Elementary School
12.	Region VII	Mandaue City	119997	Mandaue City Central School
13.	Region VIII	Tacloban City	501363	Mas-in Integrated School
14.	NIR	Bago City	305798	Ramon Torres Atipuluan National High School
15.	NIR	Negros Oriental	303266	San Miguel National High School
16.	NIR	Negros Occidental	302669	Negros Occidental HS
17.	Region IX	Zamboanga del Sur	500644	Langapod Integrated School
18.	Region X	Misamis Oriental	304094	Opol NSTS
19.	Region X	Lanao del Norte	500691	Sultan Naga Dimaporo Memorial Integrated School
20.	Region XI	Davao City	304360	Davao City National High School
21.	Region XII	Sultan Kudarat	316803	Datu Matilondo Galmak National High School
22.	CARAGA	Dinagat Island	304815	Cagdianao National High School
23.	CARAGA	Butuan City	304756	Agusan National High School

Assistant School Principals/Heads				
No.	Region	Division	School ID	School Name
24.	Region IV-A	Quezon	301399	Godofredo M. Tan Memorial Integrated School of Arts and Trades (Formerly San Narciso Voc. HS)
25.	Region VIII	Leyte	303408	Merida Vocational School
26.	Region X	Valencia City	303970	Lurugan National High School
27.	Region X	Bukidnon	314908	Cabanglasan NHS
28.	Region XII	Sarangani	500284	Policarpo H. Millona Central Integrated School



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 | Website: www.deped.gov.ph

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Annex C – Indicative Program of Activities September 24-26, 2025

Date	Start Time	End Time	Session Topic/Activity
September 24, 2025	DAY 1		
	2:30 pm	2:45 pm	• Preliminaries Prayer House Norms Ice Breaker
	2:45 pm	3:00 pm	• Session 1: Overview of the School Structure and Staffing Standards
	3:00 pm	3:30 pm	• Session 2: Presentation of Salient Features of JMC and Draft DO
	3:30 pm	5:00 pm	• Session 3: Breakout Activity: Draft DO Validation
	5:00 pm	5:15 pm	• Day 1 Closing Summary and Reminders
September 25, 2025	DAY 2		
	8:00 am	8:15 am	• Preliminaries Prayer House Norms Ice Breaker
	8:15 am	9:05 am	• Session 4: Group Presentation
	9:05 am	9:20 am	• BREAK
	9:20 am	10:20 am	• Session 5: Plenary Discussion on Consolidated Validation Matrix
	10:20 am	10:30 am	• BREAK
	10:30 am	11:30 am	• [cont.] Session 5: Plenary Discussion on Consolidated Validation Matrix
	11:30 am	1:00 am	• LUNCH BREAK
	1:00 pm	1:05 pm	• Day 2 Morning Recap and overview of afternoon schedule
	1:05 am	1:10 am	• Ice Breaker
	1:10 pm	3:25 pm	• [cont.] Session 5: Plenary Discussion on Consolidated Validation Matrix
	3:25 pm	3:40 pm	• BREAK
	3:40 pm	5:00 pm	• Session 6: Breakout Activity: Job Summary Validation
	5:00 pm		• Day 2 Closing Summary and Reminders
September 26, 2025	DAY 3		
	7:30 am	7:45 am	• Preliminaries Prayer House Norms Ice Breaker
	7:45 am	8:45 am	• Session 7: Group Presentation
	8:45 am	9:00 am	• BREAK
	9:00 am	11:00 am	• Session 8: Plenary Discussion
	11:00 am	12:00 pm	• Closing Activities