



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Division Memorandum

No 225, s. 2023

TO: Assistant Schools Division Superintendent
 Chiefs Education Supervisor (SGOD and CID)
 Section Heads of Administrative & Human Resource
 Section Heads Finance & ICT
 Division Focal Person for Legal
 All Others Concerned

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

DATE: May 15, 2022

1. This has reference to DM-OUHROD-2023-0609 dated May 11, 2023 re: **Conduct of Focus Group Discussions on Selected Schools Division Offices (SDOs) to Review the existing Structure, Functions and Processes** on May 25- June 2, 2023 for the identified three (3) Schools Division in Region IX, thus, Dapitan City Division is one of the selected SDOs to participate in the FGD to be conducted by the OED Team.
2. The target participants are the Schools Division Superintendent and /or Assistant Schools Division Superintendent; Chiefs Education Supervisor for CID and SGOD, Section Heads of Administrative, Human Resource, Finance, Legal and ICT; One (1) documenter per SDO.
3. Anent this, the target participants are reminded of the Indicative Schedule of the Focus Group Discussions (FGD) for our Schools Division. Furthermore, the suggestive timeline of Activities is shown below.

Time Allotment	Activity
15-30 minutes	Introduction
2-3 hours	FGD Proper
15-30 minutes	SDO Physical Visit

4. The identified focal person is **Mr. Johann Andrei A. Ladera, Education Program Specialist** who will coordinate with the OED Team, Ms. Maricarl Fabian and Ms. Asmen Halog. For more information, bhrod.oed@deped.gov.ph or call 02 8633-5375; 09602596433.
5. Immediate dissemination of this memorandum is desired

DANNY B. CORDOVA, Ed.D, CESO VI
 Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

Department of Education
 Division of Dapitan City
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Sunset Boulevard, Dawo, Dapitan City
 (065) 917-5113
www.depeddapitancity.net

dapitancity@deped.gov.ph
[fb.com/DepEdDapitanCity](https://www.facebook.com/DepEdDapitanCity)



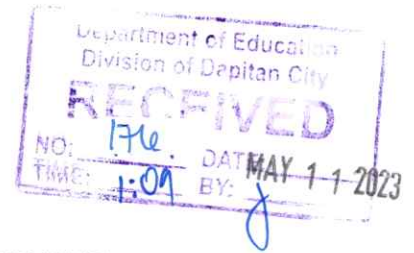


Republika ng Pilipinas

Department of Education

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 – Carlaon 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:

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

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- 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
			11. Cauayan City	Small-City
	C	V	12. Isabela	Large-Province
			13. Kalinga	Medium-Province
			14. Tabuk City	Medium-City
May 25– June 2, 2023	B	I	15. Camarines Sur	Very Large-Province
			16. Iriga City	Small-City
			17. Sorsogon	Medium-Province
	A	VI	18. La Union	Medium-Province
			19. Pangasinan II	Large-Province
			20. San Fernando City	Small-City
	C	VII	21. Negros Occidental	Large-Province
			22. Victorias City	Small-City
C	IX	23. Canlaon City	Small-City	
		24. Negros Oriental	Large-Province	
		25. Dapitan City	Small-City	
June 5–9, 2023	A	VI	26. Dipolog City	Medium-City
			27. Zamboanga del Norte	Large-Province
			28. Antique	Medium-Province
	B	VIII	29. Iloilo	Very Large- Province
			30. Guimaras	Medium-Province
			31. Catbalogan City	Medium-City
			32. Leyte	Large-Province

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

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 Aileen 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.