



Republika ng Pilipinas

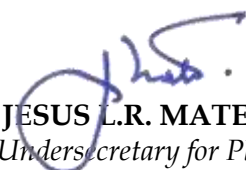
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-PHROD-2021-0257

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents

FROM :  JESUS L.R. MATEO
Undersecretary for Planning, Human Resource and Organizational Development

SUBJECT : CONDUCT OF ADDITIONAL ACTIVITIES ON THE COMPETENCY
DEVELOPMENT FOR THE DEPED NON-TEACHING POSITIONS

DATE : 06 April 2021

This has reference to the Memorandum DM-PHRODFO-2019-00584 dated 24 June 2019 on the development of competency frameworks for the DepEd non-teaching and related-teaching positions and the Memorandum DM-PHRODFP-2020-00194 dated 11 June 2020 on the Creation of Technical Working Groups for the Development of the DepEd Competency Standards for Non-teaching Positions.

The Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) conducted various activities since July 2019 in order to gather pertinent information from the non-teaching personnel of the six (6) identified priority DepEd Occupational Service Groups (OSGs), namely: Planning; Finance; Education, Library, & Archival; Legal and Judicial, Medicine and Health; and General Administrative, about their duties and responsibilities from which the necessary knowledge, skills, attitudes, and key behaviors (KSABs) were derived.

While the competency dictionary and the corresponding competency profiles for all the identified non-teaching positions that were crafted from the foregoing activities were reviewed, revalidated, and finalized in June 2020, **the low participation and submission rate from the TWG members of all 6 OSGs have significantly affected the completeness and quality of the standards and competency profiles for the said groups.**

In line with this, we request your full commitment by ensuring full participation and religious compliance of your representatives with the requirements so that our next output will be at par with the DepEd's existing standards. While the team has identified several personnel as representatives based on their participation in the previous development activities, we still need to select a number of personnel from the identified offices who fit the requirements for the work (*see Annex A*).

Office representatives should meet the following criteria:

1. *Rank*: Preferred are those with Salary Grade (SG) 24 and above and heads of offices or divisions. Minimum requirements: at least belonging to Salary Grade (SG) 18 and at least heads of offices or divisions; for SDO, unit heads belonging to at least SG 15
2. Should have an extensive understanding of office and personnel functions
3. *Tenure*: At least two (2) years in the current position
4. At least with intermediate-level proficiency in Microsoft Excel
5. With prior experience in formal or technical writing
6. Above average English communication skills
7. Access to the internet and DepEd MS Teams

Due to the COVID19 pandemic, activities will be done online via available platforms such as Google Hangouts, MS Teams, etc. Online groups/teams will be created and the needed resource materials shall also be provided for this purpose. **All identified TWG members are thus requested to pre-register by accomplishing this online form: <https://bit.ly/3w0lRvi> on or before 15 April 2021.**

Communication expenses relative to activities for this undertaking shall be charged against the OPDNTP Fund, subject to the usual accounting and auditing rules and regulations. For inquiries and clarifications, please contact Ms. Erika Marie E. Daza at erika.daza@deped.gov.ph or (02) 8470-6630.

For information and appropriate action.

[BHROD-HRDD/Daza]