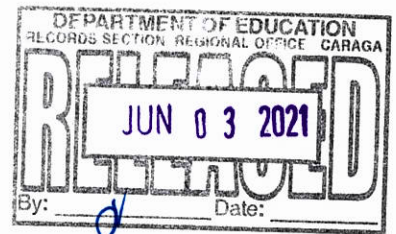




Republic of the Philippines
Department of Education
CARAGA REGION



June 02, 2021

REGIONAL MEMORANDUM

No. 365, s. 2021

To: BERNARD C. ABELLANA
CAROLINE GUERTA
MARCELINO M. AHON
PAUL P. AJOS
CHRISTINE I. YBAÑEZ
CHRISTOPHER JOHN T. MORTAL
This Region

ACCOMPLISHMENT AND SUBMISSION OF INDIVIDUAL REVIEW TOOL
FOR THE COMPETENCY DICTIONARY REVIEW WORKSHOP

1. This has reference to the Memorandum DM-PHRODFO-2021-0257 on the Conduct of Additional Activities on Competency Development for DepEd Non-teaching Positions dated April 6, 2021.
2. As identified participants of the Regional and Division Levels, you failed to accomplish and submit **Individual Review Tool (IRT) for the Competency Dictionary Review**.
3. The incomplete submission of IRTs has significantly affected the processing of the review inputs and the preparation for the next activities related to the development of the competencies for DepEd's non-teaching positions.
4. Thus, you are directed to accomplish and submit Individual Review Tool (IRT) **on or before June 8, 2021, 5:00 PM**.
5. For inquiries and clarifications, please contact Ms. Erika Marie E. Daza at erika.daza@deped.gov.ph or (02) 8470-6630.
6. For your guidance and strict compliance.


EVELYN R. FETALVERO, CESO IV
Director IV

Encls.: AS STATED

Reference: DM-PHROD-2021-0424

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

ACCOMPLISHMENT AND SUBMISSION

INDIVIDUAL REVIEW TOOL

OARD/prs

05/18/2021



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

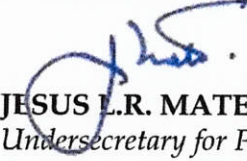
DM-PHROD-2021-0424

TO: Central Office Bureau and Service Directors

Regional Directors - RO I, II, IVA, IVB, VII, VIII, IX, X, XI, XII, XIII, NCR

Schools Division Superintendents - SDO Pasig City, Pasay City, Pangasinan I, Dagupan City, Naga City, Calbayog City, Naga (Cebu), Cebu Province, Negros Oriental, Tuguegarao City, Misamis Oriental, Tacloban City, Southern Leyte, Agusan del Norte, General Santos City, Iligan City, Surigao City, and Butuan

Concerned Central Office Division Chiefs

FROM:  JESUS L.R. MATEO

Undersecretary for Planning and Human Resource and Organizational Development

SUBJECT: *Accomplishment and Submission of Individual Review Tool for the Competency Dictionary Review Workshop*

DATE: 31 May 2021

This has reference to the Memorandum DM-PHRODFO-2021-0257 on the *Conduct of Additional Activities on Competency Development for DepEd Non-teaching Positions* dated 06 April 2021. The said additional activities are necessary measures to address the quality issues on the draft competency dictionary for non-teaching personnel of the six (6) identified priority DepEd Occupational Service Groups (OSGs), namely: (1) Planning, (2) Finance, (3) Education, Library, & Archival, (4) Legal and Judicial, (5) Medicine and Health, and (6) General Administrative.

Office representatives of identified Offices from the Central, Regional, and Schools Division offices were selected and were tasked to commit and satisfy the requirements of the review activities.

We are grateful for the active participation of some Office representatives who submitted their review inputs, however, **the majority of those who registered and attended the review workshops failed to submit the required output which is the accomplished Individual Review Tool (IRT).** Out of the expected 175 office representatives, only 102 attended the workshop series. As of 25 May 2021, from 102 participants who attended, only 67 submitted their accomplished individual review and out of the 67 who submitted, only 12 were able to submit completely.

The incomplete submission of IRTs has significantly affected the processing of the review inputs and the preparation for the next activities related to the development of the

competencies for DepEd's non-teaching positions. Ultimately, this will greatly affect the quality of the standards for the non-teaching personnel.

In view of this, we urge Office heads to ensure that their respective Office representatives will be able to finalize the review tool and submit the approved IRT on **or before 08 June 2021, 5:00 PM.**

The competency dictionary individual review tool was already sent to the office representatives during the workshop via email.

Enclosed herewith is the list of Office representatives with no submitted IRT (see Annex A) and the list with incomplete submissions (see Annex B) as reviewed by SGV & Co. as of 27 May 2021.

The BHROD Competency Development Secretariat will get in touch with the concerned Office representatives. For inquiries and clarifications, please contact Ms. Erika Marie E. Daza at erika.daza@deped.gov.ph or (02) 8470-6630.

For your appropriate action.

[BHROD-HRDD/EMEDaza]

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ANNEX A
List of Office Representatives with No Submitted IRT

Bureau	Service	Governance Level	Name of SMR/Participants	Position
Bureau of Learning Support Services	School Sports Division	CO	Marivic Tolitol	Supervising Education Program Specialist
		RO - NCR	Crisanto Ecija	Chief Education Program Supervisor
		RO - XIII	Bernard C. Abellana ✓	Education Program Supervisor
		SDO Pasig City	Norlyn Conde	Education Program Supervisor
Legal Service	Investigation Division	CO	Atty. Cornelio A. Pacala	Attorney V
		RO - IX	Cliff-Cyril A. Magallanes	Attorney IV
	Legal Division	CO	Atty. Sheena Rima	Attorney III
		RO - IVA	Atty. Jocelyn B. Buclig	Atty IV
Bureau of Curriculum Development	Curriculum Standards Development Division	SDO Ormoc City	Ritchel P. Capillanes	Senior Education Program Specialist
Bureau of Education Assessment	Education Research Division	SDO Pangasinan 1	Joefrey A. Gamata	Supervising Education Program Specialist
Bureau of Learning Delivery	Office of the Director	CO	Lito A. Palomar	Director III
	Teaching and Learning Division	CO	Gemma T. Valdevia	Supervising Education Program Specialist
		SDO Calbayog City	Renato S. Cagomoc	Chief Education Program Supervisor
	Student Inclusion Division	CO	Vic Emerson C. Danao	Supervising Education Program Specialist
Bureau of Learning Resources	Learning Resources Production Division	SDO Naga (Cebu)	Merly J. Omambac	Education Program Supervisor
		SDO Pasay City	Normina B. Hadji Yunnos	Education Program Supervisor
	Learning Resources Quality Assurance Division	CO	Eric U. Labre	Supervising Education Program Specialist

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Bureau of Human Resource and Organizational Development	Employee Welfare Division	SDO General Santos City	Lizette May Isabel Dioso	Administrative Officer V
	Organization Effectiveness Division	RO - II	Jerry B. Sario, Jr.	Chief Education Program Supervisor
	School Effectiveness Division	CO	Marian Efondo	Project Development Officer III
		SDO Iligan City	Celso C. Afable Jr	Administrative Officer V
Planning Service	Policy Research and Development Division	CO	Marie Christ M. Apit-Pangilinan	Senior Education Program Specialist
		RO - NCR	Warren A. Ramos	Chief Education Program Supervisor
	Planning and Programming Division	RO - VIII	Mark Lito B. Gallano	Planning Officer III
		SDO Cebu	Angelo V. Alcaraz	Planning Officer III
	Education Management Information System Division	RO - XIII ✓	Caroline L. Guerta	Education Program Supervisor
		SDO Surigao City ✓	Paul P. Ajos	Planning Officer III
Project Management Service	Project Development Division	RO VII	Berna J. Ysulan	Project Development Officer IV
		SDO Negros Oriental	Karla P. Antonio	Senior Education Program Specialist
	Project Management Division	CO	Erwin R. Yumping	Project Development Officer V
Finance Service	Accounting Division	CO	Cholita F. Tiong	Accountant IV
		RO - IVB	Eloisa Jane Fodulla	Accountant II
		RO - XI	Eleanor G. Pardillo	Accountant III
	Budget Division	RO XI	Nisan Lejan M. Cal	Administrative Officer V
		RO XI	Katherine Datoy	Supervising Administrative Officer
		SDO Misamis Oriental	Mark Lorren T. Tejano	Administrative Officer V

Internal Audit Service	Management Audit Division	CO	Buena B. Wagan	Internal Auditor V
	Operations Audit Division	CO	Emilio Q. Agamanos Jr.	Auditor V
Procurement Management Service	Procurement Planning and Management Division	CO	Maria Teresa Fulgar	Chief Administrative Officer
	Contract Management Division	CO	Christine G. Altea	Administrative Officer V
		RO - IX	Ruel A. Saldua	Chief Education Supervisor
	BAC Secretariat Division	CO	James Ronald G. Ybiernas	Supervising Administrative Officer
		RO - VIII	Rachel R. Cuevas	Education Program Supervisor
National Educators Academy of the Philippines	Professional Development Division	CO	Caroline Anne C. Miranda	Administrative Officer V
		CO	Anna Marie B. San Diego	Senior Education Program Specialist
Administrative Service	Asset Management Division	RO IX	Mashur L. Abubakar	Administrative Officer V
		SDO Agusan del Norte ✓	Christine I. Ybañez	Cashier II
	Records Division	SDO Naga City	Cariss DC. Unabia	Accountant III
Public Affairs Service	Communications Division	SDO Southern Leyte	Lyna M. Gayas	Senior Education Program Specialist
Information and Communications Technology Service	Solutions Development Division	CO	Maria Clarisse Ligunas	Information Technology Officer III
		RO - NCR	Gerrie Roderic A. Padilla	Information Technology Officer I
	Technology Infrastructure Division	RO - XIII ✓	Marcelino M. Ahon Jr.	Information Technology Officer
		SDO Butuan ✓	Christopher John T. Mortal	Information Technology Officer
	User Support Division	CO	Encarnacion T. Escuardo	Information Technology Officer III
	Literacy Coordinating Council Secretariat	SDO Pasay City	Edna P. Madrid	Education Program Supervisor

ANNEX B
List of IRT Submissions with Deficiency

Bureau/ Service	Governance Level	Name of SMR/Participants	Position	Deficiency/ies with submitted IRT
Administrative Service	SDO Vigan City	Anna Liza C. Aurellado	Administrative Officer V	1. Incomplete answers on General Administrative Tab 2. Answered yes to Planning, Finance and Legal tabs as applicable OSGs but did not review Planning, Finance and Legal tabs 3. Incomplete answer in the Core Functional Competencies tab. Only answered 1 competency.
Bureau of Learning Resources	RO-NCR	Leah N. Baustista	Education Program Supervisor	1. Answered Planning and Core Functional Competencies (CFC) tabs. Lacking answers on updated 3 CFC tool. 2. Incomplete review on General Administrative and Medicine tabs - did not review the indicators of the applicable competencies.
Procurement Management Service	RO-NCR	Arlyn J. Cabiten	Senior Education Program Specialist	1. Incomplete review - did not review updated 3 Core Functional Competencies tool
Legal Service	SDO Sta. Rosa City	Atty. Carlo June C. Tibayan	Attorney III	1. Answered Legal Tab and Core Functional Competencies tabs only 2. Answered yes to Planning, Finance and General Administrative as applicable OSGs but did not review Planning, Finance and GenAd tabs
Legal Service	RO - IVA	Kelvin P. Matib	Special Investigator III	1. Answered Legal Tab and Core Functional Competencies tabs only 2. Did not answer applicable OSGS - Planning (work area 4), Finance-incomplete, General Administrative and Medicine tabs

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Bureau of Human Resource and Organizational Development	SDO Dagupan City	Mitchellene Rivo	Senior Education Program Specialist	1. Did not review all competencies in the applicable work areas. 2. Only answered the Core Functional Competencies tab.
Administrative Service	CO	Rose Marie D. Moscoso	Administrative Officer V	1. Incomplete answers on General Administrative tab. For not applicable OSGs and work areas, please click the applicability dropdown below definition.
Bureau of Learner Support Services	CO	Lemuel Valles	Project Development Officer III	1. Changed the applicable OSG only to ELAS. 2. Incomplete answers on Core Functional Competencies. 3. Did not answer applicability of other competencies.
Bureau of Learner Support Services	CO	Clarence S. Canton	Guidance Services Specialist II	1. Answered yes to Planning and General Administrative as applicable OSGs but did not review both Planning tab and GenAd tabs. 2. On the dashboard, answered ELAS as not applicable. But work areas 1 and 2 are applicable. 3. Did not review ELAS tab. 4. Core Functional Competencies Tab was not answered completely. Did not specify applicability of other competencies.
Bureau of Learner Support Services	CO	Gina B. Rullamas	Project Development Officer III	1. Answers on Planning tab are incomplete. 3. Answered Finance tab but with answer work area 3 4. Did not review completely all competencies under General Administrative tab. Answered only one competency. 5. Answered yes to Medicine as applicable OSG but did not review the Medicine tab 6. Core Functional Competencies tab incomplete answer. Did not specify

Project Management Service	RO VII	Berna J. Ysulan	Project Development Officer IV	1. Incomplete answers in the applicable competencies under Planning tab. 2. Incomplete review of the Core Functional Competencies Tab.
National Educators Academy of the Philippines	RO I	Holden Kirby Valdez	Senior Education Program Specialist	1. Did not review the applicability of other competencies without workflows.
Administrative Service	RO I	Nixon Gatchalian	Senior Administrative Assistant V	1. Incomplete review of Planning and GenAd tabs. 2. Did not review competencies that are not part of the workflow. 3. Did not answer the Core Functional Competencies tab. Only the updated 3 functional competencies were reviewed.
Public Affairs Service	SDO Southern Leyte	Lyna M. Gayas	Senior Education Program Specialist	1. Incomplete review of GenAd tab. 2. Did not review Core Functional Competencies tab. No updated 3 Core Functional Competencies template.
Public Affairs Service	CO	Josefina Mariano	Chief Administrative Officer	1. Wrong review tool used (from last year).
Information Technology and Communication Service	SDO Taguig City	Jose Abisado Jr.	Information Technology Officer I	1. Answered Planning tab and Core Functional Competencies tab. 2. Did not review the Finance, GenAd and ELAS tabs though identified as applicable.