

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON


24 May 2023

Regional Memorandum
No.280 s.2023

DEPED RO AND SDO OFFICE FUNCTIONS VERSION 3

**TO: ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

1. Attached is Memorandum DM-HROD-2023-0617 signed by USec. Gloria Jumamil-Mercado on the official release of the DepEd Regional Office and Schools Division Offices' Office Functions – Version 3, which can be accessed through this link: bit.ly/OfficeFunctionsV3, using the official DepEd email.
2. The office functions shall be translated into your Organization Performance and Commitment Review (OPCR) as well as in the accomplishment of the Individual Performance and Commitment Review (IPCR).
3. For guidance, information, and reference.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



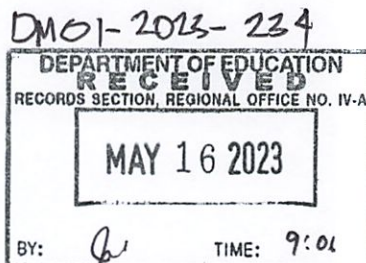
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Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-HROD-2023- 0617

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary
Human Resource and Organizational Development

SUBJECT : *DepEd RO & SDO Office Functions Version 3*

DATE : 05 May 2023

This is to officially release the DepEd Regional Office and Schools Division Offices' Office Functions - Version 3, which can be accessed through this link: bit.ly/OfficeFunctionsv3. These documents will form part of the QMS Operations Manual and shall also serve as a guide in the preparation of the Office Operational Plan, wherein the priorities of the office for the current year will be translated into their Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance and Commitment Review (IPCR). Further, we would like to remind everyone to use your official DepEd email in accessing the link.

To ensure alignment and proper documentation, any future revisions on the RO & SDO functions must be coursed through the BHROD - OED at email bhrod.oed@deped.gov.ph, for inclusion and updating of said documents.

For your information and reference.

Thank you.

BHROD-OED/Tiamson