



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

November 20, 2025

DIVISION MEMORANDUM

NO: 852 s. 2025

**POSTPONEMENT OF THE VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL
STRUCTURE AND STAFFING STANDARDS (SOSSS) WITH THE TECHNICAL WORKING
GROUP**

TO: Assistant Schools Division Superintendent
All Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 1165 s. 2025 titled Postponement of the Validation Workshop on School Organizational Structure and Staffing Standards (SOSSS) with the Technical Working Group, the contents of which are self-explanatory.
2. Please see attached Memorandum for more details.
3. For your information.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

WDB/JAAL/SGOD/MCC/ctt



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

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Office of the Regional Director

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REGIONAL MEMORANDUM

No. **1165**, s. 2025

POSTPONEMENT OF THE VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS) WITH THE TECHNICAL WORKING GROUP

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

- Attached is an Advisory from PDO V Dexter N. Pante regarding the **Postponement of the Validation Workshop on School Organizational Structure and Staffing Standards (SOSSS) with the Technical Working Group**, which is self-explanatory.
- For reference, enclosed is the communication.
- For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the Human Resource Development Division and NEAP-R Focal Person.
- For information and immediate dissemination.

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[signature]
SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/HRDD/MGB/judv



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DepEd Tayo Region VII

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

SUBJECT: POSTPONEMENT OF THE VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS) WITH THE TECHNICAL WORKING GROUP (DM-OUHROD-2025-3092)

In compliance with the directive from the Office of the Undersecretary for Governance and Operations, as approved by the Office of the Undersecretary and Chief of Staff, and in view of the on going threat posed by Typhoon Uwan, the **Validation Workshop on School Organizational Structure and Staffing Standards (SOSSS) with the Technical Working Group**, originally scheduled on November 11–13, 2025, at Tiara Hotel, Makati City, is hereby **postponed until further notice**.

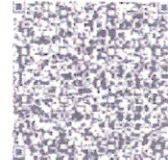
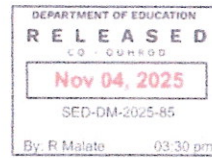
The new schedule of the activity shall be issued through a separate Memorandum.

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

For your information and appropriate action.


DEXTER N. PANTE

Project Development Officer V
Officer-in-Charge, Office of the Director III
Bureau of Human Resource and Organizational Development



SED-DM-2025-85

Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-3092

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

FROM : **WILFREDO E. CABRAL**
*Undersecretary for Human Resource and
Organizational Development*

SUBJECT : **VALIDATION WORKSHOP ON SCHOOL ORGANIZATIONAL
STRUCTURE AND STAFFING STANDARDS (SOSSS) WITH
TECHNICAL WORKING GROUP**

DATE : 04 November 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 on SOSSS with Technical Working Group and Select Field Representatives on November 10-12, 2025**, at **Tiara Oriental Hotel, Makati City**. The workshop aims to gather insights on the feasibility and the required implementation arrangements of the SOSSS prototypes for the alignment of existing school processes, programs, and services. Aside from TWG, other office representatives are invited to provide alternate points of view to enrich and refine the draft DepEd order on SOSSS.

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

- **Annex A** - Administrative Arrangements
- **Annex B** - List of Participants
- **Annex C** - Indicative Program of Activities

For clarifications and concerns, you may coordinate with **Mr. Christopher Devera** or **Ms. Janey 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.

Copy Furnished:

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Doc. Ref. Code DM-OUHROD Rev 00
Effectivity 03.23.23 Page 1 of 4



Annex A – Administrative Arrangements

Pre-Work Activity

- To support the workshop activities, participants are requested to accomplish the pre-work activity on or before November 7, 2025, for consolidation. The activity may be accessed through this link: bit.ly/Pre-workSOSSTWG

Expenses

- The board and lodging expenses of the Program Management Team and field participants shall be charged against **AC-25-BHROD-SED-GASS-2-026**.
- The travel expenses of the participants shall be charged against **local funds**.
- For the School Head from SDO Bukidnon, airfare expenses shall be charged against **AC-25-BHROD-SED-GASS-019**.
- All expenses shall be subject to the usual accounting and auditing rules and regulations.

Room and Meal Arrangements

For board and lodging and meal arrangement, kindly refer to the table below:

Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Nov 10, 2025 (Day 1)	✓	x	✓	✓	✓	✓
Nov 11, 2025 (Day 2)	✓	✓	✓	✓	✓	✓
Nov 12, 2025 (Day 3)	x	✓	✓	✓	x	x

- Check-in shall begin at 2:00 pm on November 10, 2025, and check-out by 12:00 noon on November 12, 2025.
- No extension or early accommodation shall be allowed other than the provided schedule.

Confirmation of Attendance

For confirmation of attendance, please register on or before November 10, 2025, using this link: bit.ly/SOSSSFY25TWG. Kindly refer to **Annex B** for the List of Participants.

Contact Details

- Contact Person: Ms. Janey Rose Diaz, Administrative Assistant II (ADAS II), BHROD-SED
- Contact Details: bhrod.sed@deped.gov.ph / (02) 8633-5397



Annex B – List of Participants

Central Office Participants			
No.	Strand/Bureau/Division	Positions	No. of Pax
1.	BHROD-OED	To be identified by the strand/office	1
2.	BHROD-HRDD		1
3.	LSS		1
4.	FINANCE		1
5.	OPERATIONS		1
6.	STRATEGIC MANAGEMENT		1

Regional Office Participants				
1.	NCR	Curriculum and Learning Management Division	Christian T. Espanol	EPS
2.	IV-A	Policy, Planning and Research Division	Adrian Bullo	Planning Officer III
3.	V	PPRD	Roy T. Banas	Chief
4.	X	HRDD	Anna Mae Dresser-Atillo	HRMO
5.	XII	HRDD	Emily F. Enolpe	Chief, HRDD

Schools Division Office Participants				
6.	NCR	SDO Navotas	Marco D. Meduranda	Chief, CID
7.	NCR	SDO Muntinlupa	Ma. Regale Olarte	OIC Chief, SGOD
8.	IV-A	SDO Dasmaringas City	Angelo Uy	PSDS
9.	IV-B	SDO Oriental Mindoro	Carlo Louis F. Aldea	Budget Officer
10.	VII	SDO Cebu Province	Monina Pomarejos	HRMO

School Participants				
11.	NCR	SDO Quezon City	Edna V. Banaga	Principal IV
12.	III	SDO Pampanga	Ruby Rosa Sagum	Principal IV
13.	IV-A	SDO Rizal	Karheena A. Adriano	Principal II
14.	X	SDO Bukidnon	Junmerth C. Jorta	Master Teacher

Project Management Team		
No	Name	Position
1.	Marian M. Efondo	OIC Chief, BHROD-SED
2.	Christopher L. Devera	Project Development Officer III
3.	Ina Marie Claire Mallari	Project Development Officer III
4.	Sebastian Cheng	Project Development Officer II
5.	Kristel Mae Torrefiel	Technical Assistant I



**Annex C – Indicative Program of Activities
November 10-12, 2025**

Date	Start Time	End Time	Session Topic/Activity
November 10, 2025	DAY 1		
	1:00 pm	1:30 pm	<ul style="list-style-type: none"> Preliminaries Prayer House Norms Ice Breaker
	1:30 pm	2:30 pm	<ul style="list-style-type: none"> Session 1: Overview of the School Structure and Staffing Standards
	2:30 pm	3:30 pm	<ul style="list-style-type: none"> Session 2: Presentation of Salient Features of JMC and Draft DO
	3:30 pm	5:00 pm	<ul style="list-style-type: none"> Session 3: Breakout Activity: Draft DO Validation
	5:00 pm	5:15 pm	<ul style="list-style-type: none"> Day 1 Closing Summary and Reminders
November 11, 2025	DAY 2		
	8:00 am	8:15 am	<ul style="list-style-type: none"> Preliminaries Prayer House Norms Ice Breaker
	8:15 am	9:05 am	<ul style="list-style-type: none"> Session 4: Group Presentation
	9:05 am	9:20 am	<ul style="list-style-type: none"> BREAK
	9:20 am	10:20 am	<ul style="list-style-type: none"> Session 5: Plenary Discussion on Consolidated Validation Matrix
	10:20 am	10:30 am	<ul style="list-style-type: none"> BREAK
	10:30 am	11:30 am	<ul style="list-style-type: none"> <i>[cont.]</i> Session 5: Plenary Discussion on Consolidated Validation Matrix
	11:30 am	1:00 am	<ul style="list-style-type: none"> LUNCH BREAK
	1:00 pm	1:05 pm	<ul style="list-style-type: none"> Day 2 Morning Recap and overview of afternoon schedule
	1:05 am	1:10 am	<ul style="list-style-type: none"> Ice Breaker
	1:10 pm	3:25 pm	<ul style="list-style-type: none"> <i>[cont.]</i> Session 5: Plenary Discussion on Consolidated Validation Matrix
	3:25 pm	3:40 pm	<ul style="list-style-type: none"> BREAK
3:40 pm	5:00 pm	<ul style="list-style-type: none"> Session 6: Breakout Activity: Job Summary Validation 	
5:00 pm		<ul style="list-style-type: none"> Day 2 Closing Summary and Reminders 	
November 12, 2025	DAY 3		
	7:30 am	7:45 am	<ul style="list-style-type: none"> Preliminaries Prayer House Norms Ice Breaker
	7:45 am	8:45 am	<ul style="list-style-type: none"> Session 7: Group Presentation
	8:45 am	9:00 am	<ul style="list-style-type: none"> BREAK
	9:00 am	11:00 am	<ul style="list-style-type: none"> Session 8: Plenary Discussion
	11:00 am	12:00 pm	<ul style="list-style-type: none"> Closing Activities