



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

Office of the Schools Division
Superintendent

August 10, 2026

DIVISION MEMORANDUM
No. 635 s. 2026

**ONLINE CONSULTATION ON THE PROPOSED ROLES OF ASSISTANT SCHOOL HEAD
DESIGNATES (ASHDs) AND DEPARTMENT HEAD DESIGNATES (DHDs) UNDER
THE PROPOSED SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING
STANDARDS (SOSSS)**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Elementary and Secondary School Principals
All Others Concerned

1. This Office, through the Schools Governance and Operation Division, disseminates [DM-OUHRODI-2026-2817] entitled "*Online Consultation on the Proposed Roles of Assistant School Head Designates (ASHDs) And Department Heads Designates (DHDs) under the Proposed School Organizational Structure and Staffing Standards (SOSSS)*", which was transmitted to this Office for information and guidance of all concerned.
2. For details, attached is the said communication
3. Immediate dissemination and compliance are hereby directed.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

received 8/10/26 @ 2:00 pm

[DM-OUHRODI-2026-2817] ONLINE CONSULTATION ON THE PROPOSED ROLES OF ASSISTANT SCCHOOL HEAD DESIGNATES (ASHDs) AND DEPARTMENT HEAD DESIGNATES (DHDs) UNDER THE PROPOSED SCHOOL ORGANIZATIONAL STRUCTURE AND STAFFING STANDARDS (SOSSS)

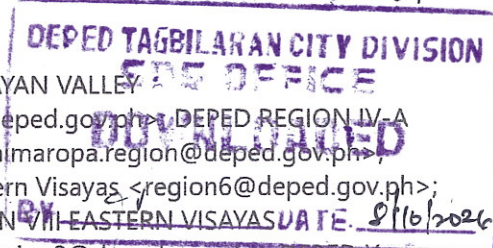
From Office of the Undersecretary for Human Resource and Organizational Development (OUHROD)
<usec.hrod@deped.gov.ph>

8-069

Date Mon 8/10/2026 1:18 PM

To DEPED I ILOCOS REGION <region1@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; REGION VIII-EASTERN VISAYAS <region8@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; DEPED ILOCOS NORTE <ilocos.norte@deped.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@deped.gov.ph>; DEPED La Union <la.union@deped.gov.ph>

Cc Office of the Secretary <osec@deped.gov.ph>; BHROD School Effectiveness Division <bhrod.sed@deped.gov.ph>; Jerson Miguel Collado <jerson.collado@deped.gov.ph>; Rizza Buiza <rizza.buiza@deped.gov.ph>; Janzen Alarcio <janzen.alarcio@deped.gov.ph>; Andrea Lim <andrea.lim002@deped.gov.ph>; MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@deped.gov.ph>; Adrian Conti <adrian.conti@deped.gov.ph>; Sharon Ayala <sharon.ayala@deped.gov.ph>; Sonia Sobremisana <sonia.sobremisana@deped.gov.ph>; Leona Victoria Teves <leona.teves@deped.gov.ph>; Myrben Paul Baclic <myrben.baclic@deped.gov.ph>; Marck Eric Jhon Esole <marck.esole@deped.gov.ph>



1 attachment (499 KB)

[DM-OUHRODI-2026-2817] ONLINE CONSULTATION ON THE PROPOSED ROLES OF ASSISTANT SCCHOOL HEAD DESIGNATES (ASHDs) AND DEPARTMENT HEAD DESIGNATES.pdf;

Dear **REGIONAL DIRECTORS, SCHOOLS DIVISION SUPERINTENDENTS, SCHOOL HEADS and ALL OTHERS CONCERNED,**

The Department of Education, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), leads the development of the proposed **School Organizational Structure and Staffing Standards (SOSSS)**, which seeks to rationalize school operations by clearly defining functional areas and aligning them with the appropriate personnel complement to effectively carry out corresponding processes, functions, and responsibilities.

Under the proposed SOSSS, **teachers may be designated as Assistant School Head Designate (ASHD) and Department Head Designate (DHD)** to assume school management and instructional leadership functions. This arrangement is also in accordance with the provisions of Expanded Career Progression (ECP) Framework.

As part of the ongoing development and refinement of the SOSSS, there is a need to engage key stakeholders in discussions regarding the proposed roles, functions, accountabilities,

and parameters for the designation of ASHDs and DHDs. Through this consultation, participants will be provided an opportunity to share insights, raise concerns, and offer recommendations to help ensure that the proposed implementation arrangements are responsive to field realities and supportive of effective school governance and instructional leadership.

In this regard, BHROD-SED will conduct an **Online Consultation on the Proposed Roles and Parameters for Designation of ASHDs and DHDs under SOSSS** with the following details:

Date: August 11, 2026 (Tuesday)
Time: 1:30 PM-4:30 PM
School Heads Meeting Link: tinyurl.com/SOSSS-SH
ASHD Meeting Link: tinyurl.com/SOSSS-ASHD

Selected School Heads (SHs) and Assistant School Head Designates (ASHDs), as identified in **Annex A**, are instructed to attend the online consultation in their assigned meeting link.

In recognition of the need to minimize disruptions to instructional time, **Department Head Designates (DHDs) identified in Annex B are instructed to provide their inputs through tinyurl.com/SOSSS-ASHD-DHD-Questions**. Responses to the questionnaire will be considered as their official participation in the consultation process.

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

- **Annex A** – List of Online Consultation Participants
- **Annex B** – List of Online Survey Respondents
- **Annex C** – Program Schedules

For clarification and concerns, you may contact the BHROD-SED through Mr. Jerson Miguel Collado via email at bhrod.sed@deped.gov.ph or call (02) 8633-5397 / 0916-606-2667.

For your appropriate action.

(Sgd.) WILFREDO E. CABRAL

*Undersecretary for Human Resource and Organizational Development
and Infrastructure*



Office of the Undersecretary for Human Resource
and Organizational Development (OUHROD)
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DEPARTMENT OF EDUCATION
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www.deped.gov.ph

Please help us in improving our service by answering our survey
form: <https://forms.office.com/r/0S5c5wG5sQ>

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM DM-OUHRODI-2026-2817

TO : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

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

SUBJECT : **ONLINE CONSULTATION ON THE PROPOSED ROLES OF
ASSISTANT SCHOOL HEAD DESIGNATES (ASHDs) AND
DEPARTMENT HEAD DESIGNATES (DHDs) UNDER THE
PROPOSED SCHOOL ORGANIZATIONAL STRUCTURE AND
STAFFING STANDARDS (SOSSS)**

DATE : August 7, 2026

The Department of Education, through the Bureau of Human Resource and Organizational Development – School Effectiveness Division (BHROD-SED), leads the development of the proposed **School Organizational Structure and Staffing Standards (SOSSS)**, which seeks to rationalize school operations by clearly defining functional areas and aligning them with the appropriate personnel complement to effectively carry out corresponding processes, functions, and responsibilities.

Under the proposed SOSSS, **teachers may be designated as Assistant School Head Designate (ASHD) and Department Head Designate (DHD)** to assume school management and instructional leadership functions. This arrangement is also in accordance with the provisions of Expanded Career Progression (ECP) Framework.

As part of the ongoing development and refinement of the SOSSS, there is a need to engage key stakeholders in discussions regarding the proposed roles, functions, accountabilities, and parameters for the designation of ASHDs and DHDs. Through this consultation, participants will be provided an opportunity to share insights, raise concerns, and offer recommendations to help ensure that the proposed implementation arrangements are responsive to field realities and supportive of effective school governance and instructional leadership.

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In recognition of the need to minimize disruptions to instructional time, **Department Head Designates (DHDs) identified in Annex B are instructed to provide their inputs through tinyurl.com/SOSSS-ASHD-DHD-Questions**. Responses to the questionnaire will be considered as their official participation in the consultation process.

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

- **Annex A** – List of Online Consultation Participants
- **Annex B** – List of Online Survey Respondents
- **Annex C** – Program Schedules

For clarification and concerns, you may contact the BHROD-SED through Mr. Jerson Miguel Collado via email at bhrod.sed@deped.gov.ph or call (02) 8633-5397 / 0916-606-2667.

For your appropriate action.

Copy furnished:
Office of the Secretary

Annex A**LIST OF ONLINE CONSULTATION PARTICIPANTS**

Select School Heads					
No.	Region	Division	School ID	School Name	Name
1.	NCR	Marikina	305405	Sta. Elena HS	Tiburcio A. Alpacador
2.	II	Batanes	102312	Chanarian ES	Evelyn M. Tagulao
3.	III	San Jose City	300800	San Jose NHS	Jocelyn T. Leonardo
4.	V	Albay	502478	Bariw IS	Lirio B. De Guzman
5.	NIR	Negros Occidental	311102	Minoyan NHS	Walfredo C. Superio
6.	X	Iligan City	304145	Iligan City NHS	Richard S. Talaid
7.	XII	Sultan Kudarat	304605	Lebak Legislated NHS	Mary Ann P. Aliman

Note: Should there be personnel movements, the current school head of the identified schools shall participate.

Assistant School Head Designates					
No.	Region	Division	School ID	School Name	Name
1.	CAR	Tabuk City	305221	Tabuk City NHS	Raymar M. Galinggan
2.	NCR	Las Pinas City	320304	Las Pinas City NSHS	Mary Joy L. Simbahon
3.	IV-B	Oriental Mindoro	309038	Dr. Aristeo Baldos Sr. HS	Marvin S. Layron
4.	VII	Toledo City	120734	Matab-Ang ES	Evie Maria C. Ipis
5.	VIII	Catbalogan City	303604	Eastern Visayas Regional SHS	Fernando JR V. Macabare
6.	X	Cagayan de Oro City	127977	Lumbia CS	Marilou L. Lora
7.	CARAGA	Agusan del Sur	304703	Agusan del Sur NHS	Rubie Lyn M. Carpio

Annex B**LIST OF ONLINE SURVEY RESPONDENTS**

Department Head Designates					
No.	Region	Division	School ID	School Name	Name
1.	NCR	Navotas	305457	Tangos NHS	Teresa C. Arias
2.	I	San Fernando	300116	R. Quintin Balcita Sr. NHS	Vina R. Nisperos
3.	I	Pangasinan II	300324	Malico NHS	Jemelita T. Attiw
4.	III	Gapan City	300849	San Nicolas NHS	Ma. Aireen R. Diaz
5.	III	Olongapo City	107136	Nellie E. Brown ES	Joyce Ann S. Abad
6.	IV-A	Carmona City	301177	Carmona NHS	Agnes M. Liban
7.	IV-A	Antipolo City	321506	Dalig NHS	Dexter O. Andrade
8.	IV-B	Calapan City	111553	Bayanan I ES	Maica Vanessa A. Amores
9.	V	Tabaco City	302285	Tabaco NHS	Sylvia B. Sariola
10.	VI	Iloilo	302570	Sara NHS	Jess, S. Bedro
11.	VI	Aklan	302339	Unidos NHS	Jolly A. Cabangon
12.	NIR	Silay City	302780	Doña Montserrat Lopez Memorial High School	Riza G. Dones
13.	VII	Cebu	306272	Lubo SHS	Carmel Ailene A. Montecillo
14.	VIII	Eastern Samar	122624	Maybocog ES	Feldah D. Guitoria
15.	IX	Zamboanga Sibugay	303836	Guintolan NHS	Jomark M. Opada
16.	IX	Zamboanga City	314808	Pasonanca NHS	Anthony A. Bernas
17.	X	Valencia City	126863	Valencia City CS	Eden T. Tamagos
18.	XI	Digos City	304400	Digos City NHS	Rosario C. Apercho
19.	XI	Davao City	304387	Tugbok NHS	Jeramie A. Historia
20.	CARAGA	Surigao City	304799	Mat-I NHS	Raxiey G. Adolfo

Annex C

PROGRAM SCHEDULE

[Meeting Link] School Heads:

tinyurl.com/SOSSS-SH

[Meeting Link] ASHD:

tinyurl.com/SOSSS-ASHD

Start Time	End Time	Session Topic/Activity
1:30 pm	1:45 pm	Preliminaries & Open Remarks Prayer House Norms Consultation Priming
1:45 pm	2:00 pm	SOSSS Briefer
2:00 pm	3:00 pm	Session 1: Proposed Roles and Functions of ASHDs and DHDs under SOSSS
3:00 pm	4:00 pm	Session 2: Proposed Parameters for Designations of ASHDs and DHDs
4:00 pm	4:20 pm	Closing Remarks Discussion of Agreements Ways Forward
4:20 pm	4:30 pm	Adjournment