



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

16 Sep 2022

DIVISION MEMORANDUM

No. 405, s. 2022

**REASSIGNMENT OF PROJECT DEVELOPMENT OFFICER II FOR
DISASTER RISK REDUCTION AND MANAGEMENT (DRRM)**

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. With reference to Memorandum DM-HROD-NEAP-DEACO-2022-0049, the Project Development Officer II (PDO-II) for Disaster Risk Reduction and Management (DRRM) shall be assigned to the School Governance and Operations Division- Social Mobilization and Networking Unit (SGOD-SMN). Accordingly, Ms. Jurica Ethel L. Estrada is expected to report to the SGOD Chief. The latter is expected to supervise the said employee and facilitate her workspace back in SGOD.
2. All are reminded that this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
3. This is for your information, guidance and compliance.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

ASSIGNMENT

EMPLOYEES

Copies furnished:
Employee
201 file
Records section

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 557-5375
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES, AND
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

MEMORANDUM

DM-HROD-NEAP-DEACO-2022-0049

TO : **SCHOOLS DIVISION SUPERINTENDENT**
Schools Division Office of

<i>Alaminos City</i>	<i>San Jose City (N. Ecija)</i>	<i>Tanjay City</i>
<i>Batac City</i>	<i>Bacoor</i>	<i>Baybay City</i>
<i>Candon City</i>	<i>Cavite City</i>	<i>Borongan City</i>
<i>Laoag City</i>	<i>Imus</i>	<i>Maasin City</i>
<i>San Fernando City</i>	<i>Tayabas City</i>	<i>Dapitan City</i>
<i>Vigan City</i>	<i>Iriga City</i>	<i>Camiguin</i>
<i>Batanes</i>	<i>Escalante City</i>	<i>El Salvador City</i>
<i>Cauayan City</i>	<i>La Carlota City</i>	<i>Oroquieta City</i>
<i>Ilagan, Isabela</i>	<i>Passi City</i>	<i>Tangub City</i>
<i>Santiago City</i>	<i>Bais City</i>	<i>Is. Garden City of Samal</i>
<i>Balanga City</i>	<i>Bogo City</i>	<i>Tacurong City</i>
<i>Gapan City</i>	<i>Dumaguete City</i>	<i>Bayugan City</i>
<i>Mabalacat City</i>	<i>Guihulngan City</i>	<i>Cabadbaran City</i>
<i>Meycauayan City</i>	<i>Naga City</i>	<i>Tandag City</i>
<i>Muñoz Science City</i>	<i>Tagbilaran City</i>	<i>San Juan</i>

FROM : **GLORIA JUMAMIL-MERCADO**
Gloria
Undersecretary for Human Resource and Organizational Development, National Educators' Academy of the Philippines, and DepEd Employees' Associations Coordinating Office

SUBJECT : **UPDATES ON THE STRUCTURE AND STAFFING MODIFICATION OF SMALL SCHOOLS DIVISION OFFICES**

DATE : 22 August 2022

To initially address the identified gaps in the 2013 rationalized staffing pattern, DepEd submitted to the Department of Budget and Management (DBM) a proposal to create priority positions to augment the staffing requirements of the small-sized SDOs. The corresponding Personnel Service cost requirements of the proposed creation were charged against the funding cost of vacant Co-terminus to the Incumbent (CTI) positions that will be abolished using the scrap and build scheme.

Below are the initial positions we requested from DBM and the actions taken for each request:

Position Title	SG	Unit Assignment	DBM Action
Public Schools District Supervisor	22	CID	Deferred
Attorney III	21	OSDS-Legal Unit	
Engineer III	19	SGOD	
Educ. Program Supervisor	22	SGOD	Approved
Administrative Officer IV	15	Admin – Records	
Administrative Officer IV	15	Admin – Property	
Project Development Officer II (Disaster Risk Reduction & Management Service) (DRRM)	15	OSDS	

We would also like to inform you that our request for the creation of other positions such as Attorney III, Public School District Supervisors (PSDS), and Engineer III, will be resubmitted to the DBM as part of our multiyear workforce plan. Further, as to the PSDS, while we proposed for the creation of three items per small SDOs, this will still be subject to the result of the school districting study being undertaken by the Bureau of Human Resource and Organizational Development - Organization Effectiveness Division (BHROD-OED).

Moreover, the DBM, in its letters dated May 5, and November 12, 2021, approved the creation of the PDO II for DRRM for the 45 small-sized SDOs under the Office of the Schools Division Superintendent. However, per Rationalization Program approved SDO structure and staffing pattern, the PDO II for DRRM is lodged in the School Governance and Operations Division - Social Mobilization and Networking Unit (SGOD-SMN). Thus, in **compliance to the approved staffing standards** and for consistency in the reporting structure and efficiency of operations, **the newly created PDO II for DRRM at the small-sized SDOs shall be assigned to the SGOD-SMN and shall report to the SGOD Chief.**

Relative to the newly created positions, may we also request submission of updates on the filling up of said positions. You may email your updates to the BHROD-OED at bhrod.oed@deped.gov.ph.

For queries and related concerns, you may contact the **BHROD-OED** through telephone number (02) 8633-5375, or email at the abovementioned email address.

For your information and guidance.

Thank you.

[BHROD-OED/Tiamson]

DEPARTMENT OF EDUCATION
Approved Staffing Pattern for Schools Division Offices
(Very Large, Large, Medium, and Small Classifications)
Updated as of June 6, 2022

UNIT/POSITION TITLE	Salary Grade	No. of Pos.			
		Very Large	Large	Medium	Small
1.00 Office of the Schools Division Superintendent					
1.10 Office of the SDS - Proper					
Schools Division Superintendent	26	1	1	1	1
Assistant Schools Division Superintendent	25	3	2	1	1
Administrative Assistant III	09	3	3	3	3
Administrative Aide VI	06	4	3	2	1
Administrative Aide IV	04	1	1	1	1
Sub-total		12	10	8	7
1.20 Legal Unit					
Attorney III	21	1	1	1	0
Legal Assistant I	10	1	1	0	0
Sub-total		2	2	1	0
1.30 ICT Unit					
Information Technology Officer I	19	1	1	1	1
Sub-total		1	1	1	1
1.40 Procurement Unit					
Administrative Officer IV	15	1	0	0	0
Sub-total		1	0	0	0
1.50 Administrative Unit					
Administrative Officer V	18	1	1	1	1
Administrative Aide VI	06	1	1	1	1
<i>Cash</i>					
Administrative Officer IV	15	1	1	1	1
Administrative Aide VI	06	1	1	1	0
<i>Personnel</i>					
Administrative Officer IV	15	1	1	1	1
Administrative Officer II	11	2	1	1	1
Administrative Assistant III	09	5	5	5	5
Administrative Aide VI	06	1	1	1	1
<i>Property</i>					
Administrative Officer IV	15	1	1	1	1
Administrative Aide VI	06	1	1	1	1
<i>Records</i>					
Administrative Officer IV	15	1	1	1	1
Administrative Aide VI	06	1	1	1	0
Sub-total		17	16	16	14
1.60 Finance Unit					
<i>Accounting</i>					
Accountant III	19	1	1	1	1
Administrative Assistant III	09	3	3	3	3
Administrative Assistant II (<i>deployed as shared service</i>)	08	5	3	2	1
<i>Budget</i>					
Administrative Officer V	18	1	1	1	1
Administrative Assistant III	09	1	1	1	1
Administrative Assistant I	07	1	1	1	1
Sub-total		12	10	9	8
Total (Office of the SDS)		45	39	35	30

DEPARTMENT OF EDUCATION
Approved Staffing Pattern for Schools Division Offices
(Very Large, Large, Medium, and Small Classifications)
Updated as of June 6, 2022

UNIT/POSITION TITLE	Salary Grade	No. of Pos.			
		Very Large	Large	Medium	Small

2.00 Curriculum Implementation Division

2.10 Office of the Division Chief

Chief Education Supervisor	24	1	1	1	1
Administrative Aide VI	06	1	1	1	1
Sub-total		2	2	2	2

Functional Teams for:

Instructional Management / District Instructional Supervision

Education Program Supervisor	22	9	9	9	9
Public Schools District Supervisor <i>(deployed as shared service)</i>	22	57	33	10	0
Education Program Specialist II <i>(deployed as shared service)</i>	16	9	5	2	1

Learning Resources (LR) Management

Education Program Supervisor	22	1	1	1	1
Librarian II	15	1	1	1	1
Project Development Officer II	15	1	1	1	1

Sub-total		78	50	24	13
Total		80	52	26	15

3.00 School Governance and Operations Division

3.10 Office of the Division Chief

Chief Education Supervisor	24	1	1	1	1
Education Program Supervisor	22	1	1	1	1
Sub-total		2	2	2	2

Functional Teams for:

School Management M&E

Senior Education Program Specialist	19	1	1	1	1
Education Program Specialist II	16	1	1	1	1

Social Mobilization and Networking

Senior Education Program Specialist	19	1	1	1	0
Education Program Specialist II	16	1	1	1	0
Project Development Officer II	15	1	1	1	1

School Health and Nutrition (approved March 22, 2016 and July 14, 2016)

Medical Officer III	21	1	1	1	1
Dentist II <i>(deployed as shared service)</i>	17	11	7	2	1
Nurse II <i>(deployed as shared service)</i>	16	46	29	5	2

Education Facilities

Engineer III	19	1	1	1	0
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Human Resource Development

Senior Education Program Specialist	19	1	1	1	1
Education Program Specialist II	16	1	1	1	1

Planning and Research

Senior Education Program Specialist	19	1	1	1	0
Planning Officer III	18	1	1	1	1

Sub-total		68	47	18	10
Total		70	49	20	12

DEPARTMENT OF EDUCATION
Approved Staffing Pattern for Schools Division Offices
(Very Large, Large, Medium, and Small Classifications)
Updated as of June 6, 2022

UNIT/POSITION TITLE	Salary Grade	No. of Pos.			
		Very Large	Large	Medium	Small

<i>No. of Items per SDO</i>	<u>195</u>	<u>140</u>	<u>81</u>	<u>57</u>
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<i>No. of SDOs per size</i>	4	27	139	47
<i>No. of items per size</i>	780	3,780	11,259	2,679

Total No. of Plantilla Items for 217 SDOs	<u>18,498</u>			
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The plantilla items for the new SDOs shall be created on separate requests.