MEMORANDUM
OM-PFO-2018-0818

TO: CENTRAL OFFICE BUREAU/SERVICE DIRECTORS
    REGIONAL DIRECTORS
    SCHOOLS DIVISION SUPERINTENDENTS

FROM: JESUS L.R. MATEO
      Undersecretary

SUBJECT: UPDATES ON COMPRENDUM OF OFFICE FUNCTIONS AND JOB DESCRIPTIONS

Date: June 25, 2018

In reference to the released Version 2 of the DepEd Office Functions and Job Descriptions, here are the revisions gathered during the focus group discussions and validation visits conducted by the EBROD – Organization Effectiveness Division (OED). These are already incorporated in the e-copy that can be accessed thru the link, http://www.deped.gov.ph/DepEdOfficeFunctions.

These are the following updates in the Compendium:

A. Central Office
   1. Literacy Coordinating Council Secretariat
      • Revised office functions as validated by the Council members,
      • Job Description for
         • Project Development Officer V (PDO V)
         • Project Development Officer III (PDO III)
         • Project Development Officer II (PDO II)
         • Project Development Officer I (PDO I)

B. Regional Office
   1. Field Technical Assistance Division (FTAD) – Statement of Purpose, Outcome and Outcome Indicators
   2. Medical Officer IV – Job Description
C. Schools Division Office

1. Engineer III - reports to the Schools Division Superintendent and Chief Education Supervisor, School Governance and Operations Division (SGOD)
2. Medical Officer III - revised Job Description
3. Planning Officer III - reports to the Chief Education Supervisor and Education Program Supervisor, SGOD
4. Education Program Specialist II for ALS (EPSCA) - revised Job Description; reports to the Education Program Supervisor, Curriculum Implementation Division (CID)
5. Project Development Officer I (Youth Formation Coordinator) - new item; with Job Description. Reports to the Education Program Supervisor, SGOD

The above-listed updates are just minor edits, thus the Office Functions and Job Description Compendium is still version 2. Version 3 will be released upon the preliminary installation of the DepEd-wide Quality Management System this year.

For queries, suggestions or comments on the Office Functions and Job Descriptions, you may contact BHROD - Organization Effectiveness Division at (02) 633-5375 or send email at bhrod.oed@deped.gov.ph.

Thank you.