



Department of Education

Anggapan ng Pangalawang Kalihim
Office of the Undersecretary

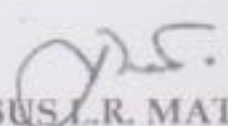
DEPARTMENT OF EDUCATION
RECORDS DIVISION
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MEMORANDUM
OM-PFO-2018-0818

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

FROM :  JESUS L.R. MATEO
Undersecretary

SUBJECT : UPDATES ON COMPENDIUM 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 BHROD - Organization Effectiveness Division (OED). These are already incorporated in the e-copy that can be accessed thru the link, <http://www.deped.in/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 (EPSA) - 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.