



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon




Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

REGIONAL MEMORANDUM

No. 086 s. 2016

TO : Schools Division Superintendents
Assistant Schools Division Superintendents/ OIC

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director

SUBJECT : Submission of the Status Report of the Regional and Schools Division
Level Transition to the New DepEd Organizational Structures

DATE : April 18, 2016

This has reference to the attached unnumbered Memorandum dated March 30, 2016 from the Office of Undersecretary Rizalino D. Rivera re: Status Report of the Regional and Schools Division Level Transition to the New DepEd Organizational Structures.

All information to be included in the Regional and Division Status Report shall be as of **March 31, 2016**, to ensure consistent and up-to-date data. Each report should include the following:

- Annex A: Updated Plantilla;
- Annex B: Office Plantilla Profile;
- Annex C: Updates on CTI Personnel;
- Annex D: Updated Office Directory; and
- Annex E: Civil Service Commission (CSC) Profile

Anent to this, you are hereby advised to submit the requested data/information using the attached template to DepED ROXI Administrative Division – Personnel Unit, F. Torres St., Davao City and email the e-copy to **hrmodeped11@gmail.com** on or before **April 20, 2016**.


For immediate dissemination and compliance.

Incls: as stated

ROAS

Department of Education
Regional Office XI
RECORDS SECTION

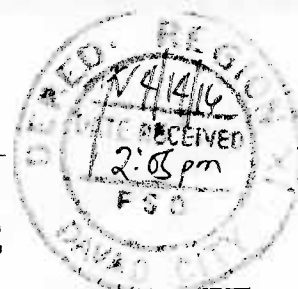
RELEASED

By: 
Date: 4/19/16 Time: 9:15 AM



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS



MEMORANDUM
OM-GO-2016-GOU-_____

Department of Education
Regional Office XI
RECORDS SECTION

RECEIVED

TO: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS:

Date: 4-14-16 Time: 1:59

FROM:  RIZALINO D. RIVERA
Undersecretary

Barcode No: 14-04-0282

SUBJECT: *Status Report of the Regional and Schools Division Level Transition
to the New DepEd Organizational Structures*

DATE: March 30, 2016

As the Department of Education (DepEd) continues its transition to the new organizational structures, this office is requesting for the status and updates on the implementation of the DepEd Rationalization Program in the regional and schools division offices.

All information to be included in the Regional Status Report shall be as of March 31, 2016 to ensure consistent and up-to-date data. The submitted data needs to be accurate and complete to ensure that all incumbents and all plantilla items are accounted for.

The Regional Human Resource Development Division (HRDD), together with the Field Technical Assistance Division, shall take the lead in ensuring the completion and consolidation of the reports of the regional office - proper and its schools division offices. They should coordinate with the members of the Rationalization Plan (RP) Database Team for easier and faster updating and consolidation of data.

Each regional report should include the following:

- Complete plantilla of the regional office-proper and each schools division office;
- Plantilla Profile of each office with a regional summary;
- Status of Filling-Up of Vacancies in the respective field offices;
- Update on the List of Personnel on Co-Terminus with the Incumbent (CTI) Status;
- Updated Office Directory of the regional office and the schools division offices

Submissions to the Central Office will only be accepted from the regional HRDD representative/s on or before April 13, 2016. The templates in MS Excel format will be emailed to the HRDD representatives.

For questions or clarifications, please contact Ms. Ria Roa of this office at (02) 633 5375 or noelle.roa@deped.gov.ph.

Please be guided accordingly. Thank you.



DEPARTMENT OF EDUCATION
GOVERNANCE AND OPERATIONS
BUREAU OF HUMAN RESOURCE
AND ORGANIZATIONAL DEVELOPMENT

April 13, 2016

ADVISORY

In reference to the Unnumbered Memorandum signed by Undersecretary Rizalino D. Rivera dated March 30, 2016 on the status report of the Regional and Schools Division Offices transition to the new organizational structure of the Department of Education, the following are iterated:

1. All Regional and Schools Division Offices will be given access to a Google Sheet containing the following documents:
 - Annex A: Updated Plantilla;
 - Annex B: Office Plantilla Profile;
 - Annex C: Updates on CTI Personnel;
 - Annex D: Updated Office Directory;
 - Annex E: Civil Service Commission (CSC) Profile; and
 - Annex F: Consolidation of Plantilla Profiles.

The Google Sheet can be accessed through this link:
<http://tinyurl.com/rpstatusreport2016>.

2. To ensure consistent and up-to-date data, all information to be included in the Regional Status Report shall be as of **March 31, 2016**.
3. All Regional and Schools Division Offices must download and accomplish Annexes A, B, C, D, and E. All Schools Division Offices must submit both soft and printed copies of the accomplished Annexes to their Regional Office on or before **April 22, 2016**.
4. All Regional Offices must consolidate the plantilla profiles (Annex B) of the Regional Office Proper and their Schools Division Offices on or before **April 27, 2016**. The template for consolidation is indicated in Annex F of the Google Sheet. Only three (3) representatives from the Regional Office will be given access to edit the Google Sheet. The Regional Directors are hereby requested to submit via e-mail the names, e-mail address, and contact number of the 3 regional representatives to joanna.staisabel@deped.gov.ph.
5. All offices are also requested to submit printed and duly certified copies of the Annexes on or before **May 03, 2016**. The Regional Offices must facilitate the consolidation and submission of all the Annexes from the Regional Office Proper and their respected Schools Division Offices to the Central Office. Submissions to the Central Office will only be accepted from the Regional HRDD representative/s to Organization Effectiveness Division, Bureau of Human



DEPARTMENT OF EDUCATION
GOVERNANCE AND OPERATIONS
BUREAU OF HUMAN RESOURCE
AND ORGANIZATIONAL DEVELOPMENT

Resource and Organization Development, Department of Education Central Office.

Instructions on how to accomplish the Annexes are included in the Google Sheet. For questions or clarifications, please contact Ms. Joey Sta. Isabel of the Office of the Undersecretary for Governance and Operations at (02) 633 5375 or joanna.staisabel@deped.gov.ph.

Please be guided accordingly. Thank you.


MARIA LOURDES D. PANTOJA
Director IV

The template to be used for the database shall be provided in this link:

<http://tinyurl.com/rpstatusreport2016>

Scope of the Update:

- All plantilla items indicated in the RO-proper
- Non-teaching and related teaching items in the SDO-proper and districts
- Additional financial staff positions approved in 2014 that are lodged in the SDO-proper and districts
- School-level plantilla are not included in the update (teaching; non-teaching; related teaching)

Instructions:

1. There are six (6) annexes in this document. Each worksheet shows the template to be followed:

Annex	Topic / Area	Description
A	Updated plantilla of the office (office plantilla)	status of plantilla items based on RP scope
B	Office Plantilla Profile(profile)	summary figures of the updated plantilla which includes the status of filling up the vacancies
C	Updates on CTI Personnel(CTI)	status of plantilla items on CTI status to determine how many are retained and how many need to be submitted to DBM for
D	Updated Office Directory(directory)	update on the location and contact information of all offices and sub-offices based on the new organizational structures
E	CSC profile	office profile following the templated of the CSC PRIME HRM Assessment
F	Consolidation of Plantilla Profiles(RO Summary)	summary of all Annex B reports from the RO-proper and SDOs; to be accomplished by the regional office

2. Each Regional Office and Schools Division Office must download the google document and accomplish Annexes

3. Save the document using the filename format: RP2016_ [RO]_ [SDO].

RO: RP2016_R3_RO proper

SDO: RP2016_NIR_Silay

4. Each office must have the printed copies duly certified and signed by the SDS or RD.

accomplished Annexes to their Regional Office on or before April 22, 2016.

March 31, 2016.

6. The RO shall consolidate all documents of the RO-proper and its SDOs.

data are the accomplished Annex B of the RO-proper and the SDOs. All data should be encoded directly into the

8. All data should be encoded into the online Goolesheet on or before April 27, 2016.

three (3) representatives per regional office.

allowed to access Annex F to joanna.staisabel@deped.gov.ph

RO-proper and its SDOs. The Central Office BHRD shall only accept submissions by the regional office on or

The printed copies should be arranged per office.

The MS Excel files and scanned copies should also be arranged per office for easy reference.

Annex A instructions

to be accomplished per RO and SDO

1. After reading the instructions, kindly click on the sheet tab below entitled "Annex A - plantilla (office)".
2. Fill-up the needed information as stated per column. Do not leave columns A-I blank.

3. In the column for Name of Incumbent, please indicate VACANT if the said item is not yet filled up;
4. In the column for Status, please indicate one of the ff:
 - a. Presidential Appointee (PA) - for items of ASDS and above;
 - b. Permanent (P) - for regular items indicated in the approved staffing pattern of the office;
 - c. Permanent, Co-terminus with the incumbent (CT!) - for items of affected personnel whose items were converted to CT!
 - d. Co-Terminus (CT) - for items of personnel whose appointment is co-terminus with the official being served;
 - e. Temporary (T) - for items of personnel whose appointment indicated temporary status based on CSC guidelines
5. In the column "Old Office", please indicate the division/unit that the plantilla item was assigned in based on the old organizational structure.
6. For personnel designated as Officer-in-Charge (OIC), their names should be indicated based on the

FOR CLARIFICATIONS OR CONCERNS:

Contact Ms. Joey Sta. Isabel at (02) 633 5375 or joanna.staisabel@deped.gov.ph.