

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

DEPED ILAGAN, IABEL  
**RECEIVED**  
DATE: 10-22-19  
BY:  
**RECORDS SECTION**  
CONTROL NO.

MEMORANDUM  
DM-PHRODFO-2019-00574

TO: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Directors of Centers and Heads of Units  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

FROM:   
JESUS L.R. MATEO  
Undersecretary

SUBJECT: National Online Survey on the Development of Competency Framework for Non-Teaching and Related-Teaching Positions

DATE: 11 October 2019

As part of ongoing efforts to strengthen the agency's human capital and align its strategic HR systems, the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD) began the development of competency frameworks for DepEd non-teaching and related-teaching positions in July 2019. Key Informant Interviews (KIIs) were conducted with several focus groups of the different occupational groups. Information was gathered on required competencies, knowledge, skills, attitudes, and behaviors (KSABs). The Generic Competency Dictionary (GCD) issued by the Civil Service Commission (CSC) was used as a reference in the development of the competency models for the functional groups and positions.

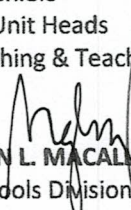
Validation of the KII results and the suitability of the CSC-GCD shall be done at a national scale through the conduct of a National Online Survey from October 14 to 23, 2019 on the six (6) identified priority DepEd Occupational Groups, namely: Planning; Finance; Education, Library, & Archival; Legal and Judicial, Medicine and Health; and General Administrative Group. Competency models shall be developed in FY 2019 for the said groups.

In this connection, all Heads of Offices in all governance levels are enjoined to ensure, through the necessary issuances, that all permanent incumbents of the priority DepEd Occupational Groups under their supervision accomplish the online survey on or before October 23, 2019. Furthermore, the following offices shall be responsible for the preparation of necessary issuances, coordination on survey administration, and monitoring of survey participation:

Governance Level	Office
CO	BHROD-HRDD
RO	RO-HRDD in collaboration with the RO Personnel Division
SDO	School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) in collaboration with the SDO Personnel Unit
School	School Head

October 23, 2019

TO: Division Chiefs  
Section/Unit Heads  
Non-teaching & Teaching-related Personnel

FROM:   
MADELYN L. MACALING, PhD, CESO VI  
OIC - Schools Division Superintendent

SUBJECT: National Online Survey on the Development of Competency Framework for Non-teaching and Teaching Related Positions

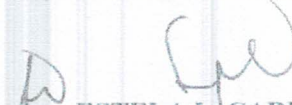
Please visit the indicated links corresponding to your job groups and accomplish the survey not later than 5pm today.

For immediate compliance.

October 21, 2019

The Schools Division Superintendents  
Chiefs of Division/Head of Units/Sections (Regional Office)  
This Region

For your information and strict compliance.

  
ESTELA L. CARIÑO, EdD, CESO IV  
Director IV/Regional Director

HRDD/AR...  
DEPED ILAGAN, IABEL  
**RELEASE**  
10/23/19

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary



MEMORANDUM  
DM-PHRODFO-2019-00874

TO: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Directors of Centers and Heads of Units  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

FROM:   
JESUS L.R. MATEO  
Undersecretary

SUBJECT: *National Online Survey on the Development of Competency Framework for Non-Teaching and Related-Teaching Positions*

DATE: 11 October 2019

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School	School Head

BHROD-HRDD/Losito

**Occupational Group: PLANNING**

This group includes occupations concerned with the formulation, implementation and evaluation of long-range and short-range development plans, programs and projects. It also includes occupations concerned with research, analysis, evaluation and forecasting of economic facts; selection, collection, computation, verification, analysis, treatment, presentation and interpretation of numerical facts; management information systems requiring the application of computer and information systems, related principles and techniques; and planning, scheduling, control and implementation of production.

Job Groups	Position Titles per Job Group	Online Survey Link
Planning	Planning Officer III-V	<a href="http://deped.in/1PlanningGroup">http://deped.in/1PlanningGroup</a>
Project Development and Evaluation	Project Development Officer I-V	
Information Technology	Information Technology Officer I-III Information Systems Analyst II-III Information Systems Researcher Computer Programmer Computer Maintenance Technologist	
Statistics	Statistician I-III	

**Occupational Group: FINANCE**

This group includes occupations concerned with the generation, allocation and management of government financial resources through a systematic and organized process of recording, examination and interpretation of financial records and reports; the evaluation, formulation and installation of accounting, auditing and management control systems; and budget evaluation, planning, forecasting and execution. It also includes occupations concerned with revenue, customs, tariff and treasury administration; cashiering; processing of financial claims, property appraisal; loan and assessment examination; assets liquidation; credit collection; and license inspection.

Job Groups	Position Titles per Job Group	Online Survey Link
Auditing and Fiscal Examination	Internal Auditors I-V Internal Auditor Assistant	<a href="http://deped.in/FinanceAudit">http://deped.in/FinanceAudit</a>
Budgeting	Chief/Supervising Administrative Officer Administrative Officer I-V (Budget Officers I-III)	<a href="http://deped.in/FinanceBudget">http://deped.in/FinanceBudget</a>
Cashiering	Chief/Supervising Administrative Officer Administrative Officers I-V Cashier	<a href="http://deped.in/FinanceCashier">http://deped.in/FinanceCashier</a>
Procurement Management	Chief/Supervising Administrative Officer Administrative Officers	<a href="http://deped.in/FinanceProcurement">http://deped.in/FinanceProcurement</a>
Accounting	Chief Accountant Accountants I-IV	<a href="http://deped.in/FinanceAccounting">http://deped.in/FinanceAccounting</a>

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DepEd Complex, Meralco Ave., Pasig City 1600



633-7206



631-8494

[www.deped.gov.ph](http://www.deped.gov.ph)

Dietetics	Nutritionist-Dietitian II-III
Health Education and Promotion	Health Education and Promotion Officer II-III
Health Program Development	Chief/Supervising Health Program Officer
Medical	Medical Officer I-IV
Nursing	Nurse

**Occupational Group: GENERAL ADMINISTRATIVE**

This service/group includes occupations concerned with administrative functions such as human resources, supplies and records management; and executive, judicial and legislative staff assistance. It also includes occupations concerned with clerical, secretarial, stenographic, and lodging services.

Job Groups	Position Titles per Job Group	Online Survey Link
Administrative	Chief/Supervising/ Administrative Officers Senior/ Administrative Assistants Administrative Aides/Clerks	<a href="http://deped.in/3GenAdGroup">http://deped.in/3GenAdGroup</a>
Human Resource Management	Chief/Supervising/ Administrative Officers/HRMOs	
Records Management	Chief/Supervising/ Administrative Officers/Records Officers	
Supply Management	Chief/Supervising/ Administrative Officers/Supply Officers Supply Officers Warehouseman	
Executive Assistance	Head/Executive Assistants Administrative Assistants	
Legislative Assistance	Department Legislative Liaison Specialist	
Lodging Services	Teachers' /Assistant Camp Superintendent Guesthouse Caretaker Dormitory Manager Administrative Aide	

Should you have any clarification or query, please contact Mr. Earl Ryan E. Losito or Ms. Erika Marie E. Daza of BHROD-HRDD at (8) 470-6630 or email at [earl.losito@deped.gov.ph](mailto:earl.losito@deped.gov.ph) and [erika.daza@deped.gov.ph](mailto:erika.daza@deped.gov.ph), respectively.

For your immediate attention and wide dissemination.

Thank you.

BHROD-HRDD/Losito