



MAR 17 2011

DepEd MEMORANDUM
 No. **63**, s. 2011

**DEVELOPMENT OF COMPETENCY JOB PROFILES FOR DEPED
 NON-TEACHING PERSONNEL**

To: Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Directors of Services, Centers and Heads of Units
 Regional Directors
 Schools Division/City Superintendents

1. The Department of Education (DepEd) through the Staff Development Division-Human Resource and Development Service (SDD-HRDS) will develop the competency job profiles of non-teaching personnel this year. This project includes the following phases:

Phase	Venue/Date
Phase I: Review and Revision of the Competency Job Profiles (with Local Benchmarking Component)	March 28 – April 1, 2011 Development Academy of the Philippines (DAP)
Phase II: Validation and Consultative Workshop on Competency Job Profiles Among Incumbents and Superiors/Supervisors (3 Batches)	
Batch I: Financial Management Service, Planning Service (see List of Participants- Annex 1)	April 26-28, 2011 Within the area of Cebu City
Batch II: Administrative Officers, Personnel Administrative Assistants and Administrative Aides (see List of Participants- Annex 1)	May 3-5, 2011 Within the area of San Mateo, Rizal
Batch III: Medical, Dental and Other Positions (see List of Participants – Annex 1)	May 10-12, 2011 Within the area of Davao City
Phase III: Finalization and Compilation of Competency Job Profiles	May 17-19, 2011 Development Academy of the Philippines (DAP)



<p>Phase IV: Orientation on the Competency Job Profiles and Mechanics of Competency Assessment Among Non-Teaching Personnel (3 Clusters)</p> <p>Luzon Cluster: Regions I, II, III, IV- CALABARZON, IV-MIMAROPA, V and CAR (see Details of Participants- Annex 2)</p> <p>Visayas Cluster: Regions VI, VII, VIII, IX and NCR (see Details of Participants- Annex 2)</p> <p>Mindanao Cluster: Regions X, XI, XII, Caraga and ARMM (see Details of Participants-Annex 2)</p>	<p>May 25-26, 2011 Within the area of Subic, Olongapo City</p> <p>June 15-16, 2011 Within the area of Cebu City</p> <p>June 22-23, 2011 Within the area of Davao City</p>
<p>Phase V: Competency Assessment Among Non-Teaching Personnel On-Site Validation and Consolidation (Simultaneous)</p>	<p>Regional Offices (2 days in each region)</p>
Regions I, II, III and CAR	June 29-30, 2011
Regions IV- CALABARZON, IV-MIMAROPA and NCR	July 13-14, 2011
Regions V, VI and VII	July 20-21, 2011
Regions VIII, IX and X	July 27-28, 2011
Regions XI, XII and Caraga	August 2-3, 2011
ARMM	August 9-10, 2011
Phase V.2: Competency Assessment Analysis Workshop	<p>August 16-18, 2011 <i>Bulwagan ng Karunungan</i> DepEd Complex, Pasig City</p>

2. This Project aims to:

- a. produce competency profiles of non-teaching personnel per position for all human resource areas such as recruitment, job selection and placement, performance management, career development and succession planning and training development;
- b. benchmark DepEd competency job profiles with those of other government agencies such as the National Economic Development Authority (NEDA), Department of Agriculture (DA), Department of Environment and Natural Resources (DENR) and Department of Trade and Industry (DTI);
- c. conduct competency assessment among non-teaching personnel to identify gaps as an input to professional staff development programs; and
- d. establish database on competency assessment results based on the profiles.

3. The Technical Working Group (TWG) for this Project will be as follows:

Advisers : Undersecretary Yolanda S. Quijano
Underscretary Francisco M. Varela

Members : Ms. Louisa S. Roberto, Chief, Management Division
Ms. Leonila G. Joson, OIC-Chief, Personnel Division
Ms. Miriam Coprado, OIC-Planning
and Programming Division
Ms. Cleofe Velasquez-Ocampo, AO IV, SDD-HRDS
Mr. Florentino Barte, AO IV, Management Division
Ms. Melody Liwanag, AO IV, Personnel Division

Project Coordinators : Ms. Nerissa L. Losaria, Chief, SDD-HRDS
Ms. Cecille Anyayahan, SDD-HRDS

Secretariat : Staff Development Division-HRDS

4. Enclosed is the list of participants and schedule of the different phases of the Project. Phases I-V shall be conducted with external consultants, resource persons, validators and selected DepEd Central and field personnel.

5. Travel and per diem of the participants who will act as validators/assessors are chargeable to local/office funds. All related expenses which include travel expenses and per diem of facilitators and resource persons; honoraria of external resource persons, facilitators, field validators/assessors and project staff for Phases I-IV; supplies, materials, and other incidental expenses are chargeable to Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations.

6. For inquiries and clarifications, please contact Ms. Nerissa L. Losaria or Ms. Cecille Anyayahan of SDD-HRDS, DepEd Central Office at telephone nos.: (02) 633-72-37 and (02) 638-86-38.

7. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: N o n e

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

EMPLOYEES
OFFICIALS
PROGRAMS

PROJECTS
TRAINING PROGRAMS
WORKSHOPS

**ANNEX 1: PHASE II: VALIDATION AND CONSULTATIVE WORKSHOPS ON COMPETENCY JOB PROFILE AMONG
INCUMBENTS AND SUPERIORS AND SUPERVISORS**

	JOB GROUP	PARTICIPANTS	OFFICE/DIVISION	REGION
BATCH 1 Within the area of Cebu City April 26-28, 2011	Finance			
	Accountant	1. Ramon Abcede	Regional Office	IV-B
	Bookkeeper	2. Virgie Alconser	Regional Office	XI
	Cashier	3. Antonio Arquero	Regional Office	III
	Disbursing Officer	4. Ardee Ramilo	Regional Office	IV-B
	Cash Clerk	5. Ma. Lunie Sampani	Regional Office	VI
	Budget Officer	5. Jusy Jumawan	Regional Office	VI
	Budget Assistant	7. Ms. Lourdes Sanchez	Regional Office	XII
	Budget Aide	8. Juliet Flamen	Regional Office	NCR
		9. Gilda Ancheta	La Union	I
		10. Roy Manuel	Palawan	IV-B
		11. Ryan Santos	San Fernando City	III
		12. Ariel Alayon	Quezon City	NCR
		13. Maria Loreen Ayuda	Regional Office	VII
	Planning Service			
	Planning Officer	1. Orlando De Leon - PO II	Nueva Ecija	III
		2. Isabelita Sampayan - PO II	Palawan	IV-B
		3. Planning Officer	Regional Office	VII
		4. Rodolfo Bayeta- PO II	Cagayan de Oro	X
	Project Development Officer	1. Dexter Pante	PDED	CO
	2. Erwin Yumping	PDED	CO	
Statistician	1. Mercy Castro	RSD	CO	
	2. Carlito Antivo	Calbayog City	VIII	
	3. Statistician- Division	Regional Office	NCR	
Administrative Officers				
Chief Administrative Officer- Region	1. Atty. Shirley Chatto	Regional Office	X	
	2. Raul Orozco	Regional Office	CARAGA	
	3. Bettina Aquino	Regional Office	I	
	4. Teresita Tambagan	Regional Office	XI	
Administrative Officer-Division	1. Nenita De Vega	Regional Office	NCR	
	2. Ernesto Nordesta	Iloilo	VI	
	3. Susano Llerin	Cotabato Province	XII	
	4. Ramon Caniezo	Regional Office	I	
	5. Admin Officer- Division of Cavite		IV-A	
HRMO	1. Zita Santos	Regional Office	III	
	2. Elsie Parreno	Regional Office	IV-A	
	3. Elena Santos	Quezon City	NCR	
	3. Norberto Manlangit	Compostela Valley	XI	
	4. Johnny Beloy	Misamis Occidental	X	
	5. HRMO-Regional Office	Regional Office	VIII	
Training Specialist	c/o SDD-HRDS		CO	
	c/o SDD-HRDS		CO	
Management Audit Analyst	c/o Management Division		CO	
	c/o Management Division		CO	
Administrative Assistant				
Executive Assistant	1. Erna Aganon	DETEXT	CO	
	2. Eugenia Mendoza	OSEC	CO	
	3. Blessiline Alvero	OSEC	CO	
Secretary	1. Salvacion Batalla	Usec for Programs	CO	
	2. Dorothy Nunez	HNC	CO	
Storekeeper	1. Edgar Balbin	Property Division	CO	
DEMO	1. Deogracias Genito, Jr	DBMU	CO	
Mechanical Foreman				
Electrician Foreman				
Aircon Technician				
Administrative Aide				
Stenographer				
Driver				
Utility Worker				
Dormitory Manager				
Guesthouse Caretaker				
Draftsman				
Carpenters				
Plumber				
	1. For review by the Administrative Service			

	JOB GROUP	PARTICIPANTS	OFFICE/DIVISION	REGION	
BATCH 3 Within the area of Davao City May 10-12, 2011	Other positions				
	Librarian	1. Leonila Galvez	DO Manila	NCR	
		2. Fidela Comaad	Baguio City	CAR	
		3. Odaline Cabotaje	Regional Office	X	
	Legal Officer	1. Atty. Cornelio Pacala	Legal Division	CO	
		2. Atty. Jose Gibone	Regional Office	CARAGA	
		3. Atty. Paz Pasangan	Regional Office	I	
		4. Atty. Jessica Sapalo	Regional Office	VI	
	Records Officer	1. Ernesto Sayo	Records Division	CO	
		2. Perla Alingasa	Regional Office	VI	
		3. Ellen Detalo- RO III	Regional Office	CARAGA	
	Supply Officer	1. Tereso Ubungin	Regional Office	NCR	
		2. Crisologo Singson	Regional Office	IX	
		3. Rose Sakiwat	Regional Office	CAR	
	Guidance Counselors	1. Remedios Basco	Caloocan	NCR	
		2. Reisl Jade Cabural	Misamis Oriental	X	
		3. Carmen Agbay	Lapu Lapu City	VII	
	Guidance Coordinators	1. Francisca Pagobo	Bukidnon	X	
		2. Erlinda Quizon	Manila	NCR	
		3. Maria Fe Gadaingan	Zamboanga City	IX	
	Education Program Specialist	1. Saula Jomaya	Regional Office	I	
		2. Ligaya Ilagan	BEE	CO	
		3. Edward Garcia	BSE	CO	
		4. Leonardo Tabaranza	BALS	CO	
	Security Guards	1. Noel De Vera	Security Office	CO	
		2. c/o Security Unit	Security Office	CO	
	Medical and Dental				
	Medical Officer	1. Dr. Harry Ve	HNC	CO	
		2. Aileen Mangahas	Tarlac	III	
		3. Dr. Mariblanca Piatos- MO V		XI	
	Public Health Nurse	1. Ana Vivian Montifar	Nurse-In-Charge	IV-A	
		2. Marilou Jayag	Koronodal City	XII	
	3. Ofella Tuy	Nurse	V		
Dentist	1. Dr. Rodolfo Jucutan- Dentist III	Regional Office	I		
	2. Dr. Glen Mohametano	Dapitan	X		
	3. Dr. Judith Jabonero- Dentist III	Regional Office	XI		
Nutritionist Dietician	1. Jefe Hona- ND II	Regional Office	X		
	2. Nelly S. Fabia	Regional Office	XI		

**ANNEX 2: PHASE IV: PARTICIPANTS TO THE ORIENTATION OF COMPETENCY /JOB PROFILES
AND COMPETENCY ASSESSMENT FOR THE NON-TEACHING PERSONNEL**

Region/Division	Participants	Slots	
Region 1 - Regional Office	Chief Administrative Officer (Admin)	1	
Ilocos Norte	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2	
Ilocos Sur		2	
La Union		2	
Pangasinan I, Lingayen		2	
Pangasinan II, Binalonan		2	
Dagupan City		2	
Laoag City		2	
San Carlos City		2	
Urduaneta City		2	
Candon City		2	
Alaminos City		2	
San Fernando City		2	
Vigan City		2	
TOTAL			27

Region/Division	Participants	Slots
Region II - Regional Office	Chief Administrative Officer (Admin)	1
Batanes	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Cagayan		2
Isabela		2
Quirino		2
Cauayan City		2
Tuguegarao City		2
Nueva Vizcaya		2
TOTAL		

Region/Division	Participants	Slots
Region III - Regional Office	Chief Administrative Officer (Admin)	1
Aurora	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Bataan		2
Bulacan		2
Nueva Ecija		2
Pampanga		2
Tarlac		2
Zambales		2
Angeles City		2
Cabanatuan City		2
Olongapo City		2
San Jose del Monte City		2
San Fernando City		2
Gapan City		2
Tarlac City		2
Muñoz Science City		2
Malolos City		2
Balanga City		2
TOTAL		35

Region/Division	Participants	Slots
Region IV-A - Regional Office	Chief Administrative Officer (Admin)	1
Batangas	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Cavite		2
Laguna		2
Quezon		2
Rizal		2
Batangas City		2
Cavite City		2
Lipa City		2
Lucena City		2
San Pablo City		2
Calamba City		2

continuation Region IV-A

Region/Division		Slots
Antipolo City	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Tanauan City		2
Sta. Rosa City		2
TOTAL		29

Region/Division	Participants	Slots
Region IV-B - Regional Office	Chief Administrative Officer (Admin)	1
Marinduque	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Occidental Mindoro		2
Oriental Mindoro		2
Palawan		2
Occidental Mindoro		2
Romblon		2
Puerto Princesa City		2
Calapan City		2
TOTAL		

Region/Division	Participants	Slots
Region V - Regional Office	Chief Administrative Officer (Admin)	1
Albay	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Camarines Norte		2
Camarines Sur		2
Catanduanes		2
Masbate		2
Sorsogon		2
Iriga City		2
Legaspi City		2
Naga City		2
Sorsogon City		2
Tabaco City		2
Ligao City		2
Masbate City		2
TOTAL		

Region/Division	Participants	Slots
Region VI - Regional Office	Chief Administrative Officer (Admin)	1
Aklan	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Antique		2
Capiz		2
Guimaras		2
Iloilo		2
Negros Occidental		2
Bacolod City		2
Bago City		2
Cadiz City		2
Iloilo City		2
La Carlota City		2
Roxas City		2
Sagay City		2
San Carlos City		2
Silay City		2
Kabankalan City		2
Passi City		2
TOTAL		35

Region/Division	Participants	Slots
Region VII - Regional Office	Chief Administrative Officer (Admin)	1
Bohol	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Cebu		2
Cebu City		2
Dumaguete City		2
Lapu-Lapu City		2
Mandaue City		2
Negros Oriental		2
Siquijor		2
Toledo City		2
Bayawan City		2
Danao City		2
Tagbilaran City		2
Talisay City		2
Tanjay City		2
Bais City		2
TOTAL		31

Region/Division	Participants	Slots
Region VIII - Regional Office	Chief Administrative Officer (Admin)	1
Biliran	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Leyte		2
Southern Leyte		2
Eastern Samar		2
Northern Samar		2
Samar (Western Samar)		2
Calbayog City		2
Ormoc City		2
Tacloban City		2
Maasin City		2
TOTAL		

Region/Division	Participants	Slots
Region IX - Regional Office	Chief Administrative Officer (Admin)	1
Zamboanga del Norte	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Zamboanga del Sur		2
Zamboanga Sibugay		2
Dapitan City		2
Dipolog City		2
Isabela City		2
Pagadian City		2
Zamboanga City		2
TOTAL		

Region/Division	Participants	Slots
Region X - Regional Office	Chief Administrative Officer (Admin)	1
Bukidnon	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Camiguin		2
Lanao del Norte		2
Misamis Occidental		2
Misamis Oriental		2
Cagayan de Oro City		2
Gingoog City		2
Iligan City		2
Ozamis City		2
Oroquieta City		2
Tangub City		2
Valencia City		2
TOTAL		

Region/Division	Participants	Slots
Region XI - Regional Office	Chief Administrative Officer (Admin)	1
Compostela Valley	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Davao del Norte		2
Davao del Sur		2
Davao Oriental		2
Davao City		2
Digos City		2
Panabo City		2
Tagum City		2
Island Garden City of Samal		2
TOTAL		

Region/Division	Participants	Slots
Region XII - Regional Office	Chief Administrative Officer (Admin)	1
Cotabato	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Sarangani		2
South Cotabato		2
Sultan Kudarat		2
Sarangani		2
General Santos City		2
Kidapawan City		2
Koronadal City		2
Tacurong City		2
TOTAL		

Region/Division	Participants	Slots	
CARAGA - Regional Office	Chief Administrative Officer (Admin)	1	
Agusan del Norte	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2	
Agusan del Sur		2	
Butuan City		2	
Siargao		2	
Surigao City		2	
Surigao del Norte		2	
Surigao del Sur		2	
Bislig City		2	
TOTAL			17

Region/Division	Participants	Slots	
ARMM- Regional Office	Chief Administrative Officer (Admin)	1	
Basilan	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2	
Lanao del Sur I		2	
Lanao del Sur II		2	
Maguindanao		2	
Sulu I		2	
Tawi-Tawi		2	
Marawi City		2	
Sulu II		2	
TOTAL			17

Region/Division	Participants	Slots
CAR- Regional Office	Chief Administrative Officer (Admin)	1
Abra	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Apayao		2
Benguet		2
Ifugao		2
Kalinga		2
Mt. Province		2
Baguio City		2
TOTAL		

Region/Division	Participants	Slots
NCR- Regional Office	Chief Administrative Officer (Admin)	1
Manila	(1)Superintendent or Asst. Superintendent (1)Division Administrative Officer for each division	2
Quezon City		2
Pasay City		2
Caloocan City		2
Mandaluyong City		2
Marikina City		2
Makati City		2
Pasig City and San Juan		2
Paranaque City		2
Las Piñas City		2
Valenzuela City		2
Malabon & Navotas		2
Taguig & Pateros		2
Muntinlupa City		2
TOTAL		