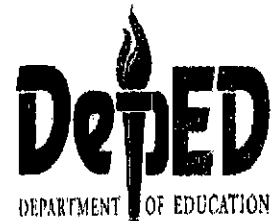




REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
**DEPARTMENT OF EDUCATION**  
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DepED MEMORANDUM  
No. 351, s. 2004

AUG 17 2004

**CONDUCT OF A WORKSHOP ON THE REVIEW AND REVISION  
OF THE DEPED PERSONNEL MECHANISMS  
AND OTHER GUIDELINES**

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

1. In view of the need to review the different personnel mechanisms of the Department in compliance with recent Civil Service Commission requirements and in pursuance of the mandates of R.A. 9155 and its Implementing Rules and Regulations (IRR), selected central office and field officials will undertake a workshop on August 24-27, 2004 at Island Cove Resort, Kawit, Cavite.

2. Participants to this workshop are selected field officials and members of the two Committees who previously worked on the proposed revisions to the System of Ranking Employees and Positions under DECS Order No. 54, s. 1993 and the Qualification Standards Manual for Unique Positions. They shall review the following personnel mechanisms to come up with the revisions:

- a. System of Ranking Employees and Positions under DECS Order No. 54, s. 1993
- b. Qualification Standards Manual for Unique Positions
- c. Statement of Duties and Responsibilities for Unique Positions
- d. Criteria for promotion to Master Teacher I and II positions and the clear policy on the implementation of Master Teacher III and IV positions
- e. Staffing Standard for Elementary and Secondary Schools

3. It may be informed that the Personnel Division, in its recently concluded regional orientation on the Merit Selection Plan including the presentation of the draft of the revisions to DECS Order No. 54, s. 1993, had gathered suggestions and other critical issues and concerns regarding the implementation of existing DepED guidelines, such as the following:

- a. Revised Guidelines on the Recruitment and Appointment or Assignment of Public School Teachers including the establishment of a Pooling Scheme under DepED Order No. 1, s. 2004
- b. Guidelines on the Selection, Promotion and Designation of School Heads under DepED Order No. 85, s. 2003
- c. Teachers Preparation Pay Schedule (TPPS)
- d. Merit Selection Plan under DepED Order No. 29, s. 2002.

4. Board and lodging expenses of participants and traveling expenses of those from the Central Office shall be charged against DepED OSEC funds, while traveling expenses of participants coming from the regional and division offices shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations. Enclosed is the list of authorized participants to said workshop.

5. Immediate and wide dissemination of this Memorandum is desired.

*R. C. Bacani*  
RAMON C. BACANI  
Undersecretary  
Officer-In-Charge

References:

DepED Orders: (Nos. 1, s. 2004; 85, s. 2003; 29, s. 2002; and 54, s. 1993)

Allotment: 1—(D.O. 50-97)

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT  
EMPLOYEES  
OFFICIALS  
POLICY  
PROMOTIONS  
TEACHERS

Madel:c: workshop on DepED guidelines  
8-16-04

(Enclosure to DepED Memorandum No. 351, s. 2004)

**Workshop on the Review and Revision of the DepEd Personnel Mechanisms  
and other Guidelines**

**August 24 – 27, 2004, Island Cove, Kawit, Cavite**

**LIST OF PARTICIPANTS**

Executive Committee: Undersecretary Ramon C. Bacani  
Undersecretary Juan Miguel M. Luz  
Assistant Secretary Teodoro R. Catindig  
Assistant Secretary Mario P. Bravo

Working Committees:

I. System of Ranking Positions and Employees, Guidelines on Promotion and Staffing Pattern for Elementary and Secondary Schools

Chair : Dr. Remedios K. Taguba, *Director IV, CAR*  
Co-Chair : Dr. Jesus L. Taberdo, *Director IV, RO X, Cagayan De Oro City*

Members : Dr. Victoria Q. Fuentes, *SDS, Div of Quezon City*  
Ms. Rosalinda G. Luna, *Division of Pampanga*  
Mr. Maro C. Blauta, *ASDS, Div. of San Pablo City*  
Mr. Jessie M. Gomez, *ASDS, Div. of Roxas City*  
Dr. Chona D. Castaño, *Chief EPS, BEE*  
Mr. Bienvenido C. Villagracia, *Chief EPS, NETRC*  
Mrs. Leonila G. Josen, *OIC, Personnel Division*  
Ms. Louisa S. Roberto, *OIC, Mngt. & Audit Division, FMS*  
Ms. Editha G. Morales, *HRMO III, Personnel Div.*

Secretariat : Victoria B. Romblon, *HRMO I, Personnel Division*  
Ana Marites T. Mamauag, *HRMO I, Personnel Division*  
Ruth M. Garcia, *Mngt. & Audit Analyst I, Mngt. Div.*  
Joseph Corpuz, *Personnel Division*

II. Revised Qualification Standards for Unique Positions and Statement of Duties and Responsibilities

Chair : Dr. Dinah F. Mindo, *Director IV, RO III, San Fernando City*  
Co-Chair : Dr. Susana Teresa B Estigoy, *Director III, RO XI, Davao City*

Members : Dr. Ma. Luisa S. Quiñones, *SDS, Div. of Manila*  
Dr. Estelita G. Pineda, *ASDS, Nueva Ecija*  
Dr. Thelma R. Navarrez, *Director II, HNC*  
Dr. Corazon L. Echano, *Chief EPS, BSE*  
Mr. Rizalino Jose Rosales, *Administrative Officer V, NCR*  
Ms. Angelita M. Esdicol, *Supervising EPS, BEE*  
Mr. Renato M. Pastorfide, *HRMO III, MIMAROPA*  
Ms. Carolina C. Plarizan, *HRMO III, Personnel Div.*

Secretariat : Melody L. Liwanag, *HRMO I, Personnel Division*  
Jacqueline D. Rubio, *Mngt. & Audit, Analyst I, Mngt. Div.*  
Ronnie M. Espina, *Management Division*  
Sheila Marie D. Mercado, *Information Officer I, MPPD*

**Conduct of a Workshop on the Review and Revision of the DepED Personnel  
Mechanisms and Other Guidelines**

Aug. 24-27, 2004, Island Cove, Cavite

**PROGRAM OF ACTIVITIES**

Day/Date	Time	Activity
Day 1 Aug. 24, Tues	8:30 a.m. 12:00 nn 1:00 p.m. 3:00 3:30 - 6:00 p.m. 6:30 p.m. 7:30 p.m.	Departure from Manila Arrival of Participants Lunch Settling Down Opening Program and Orientation Mr. RENATO M. PASTORFIDE HRMO III, DepED RO IV-B Plenary Presentation of Papers: <b>On the Revised System of Ranking</b> Dr. VICTORIA Q. FUENTES SDS, Div. of Quezon City <b>On QS of Teaching Positions (Field)</b> Ms. ESTELITA G. PINEDA ASDS, Div. of Nueva Ecija <b>On the Revised QS for Unique Positions</b> Ms. LEONILA G. JOSON OIC, Personnel Div., DepED CO <b>On the QS for Medical and Health Group</b> Dr. THELMA R. NAVARREZ Director II, HNC <b>Staffing Standards</b> Ms. LOUISA S. ROBERTO OIC, Management and Audit Div., DepED CO <b>On the Resolution of the Salary Upgrading of EPS Positions</b> Ms. CHONA D. CASTAÑO Chief EPS, BEE Workshop Proper Dinner Evening Session
Day 2 Aug. 25, Wed	8:00 a.m. 9:00 a.m. 12:00 n.n. 1:00 p.m. 3:00 p.m. to 6:00 p.m. 6:30 p.m.	Breakfast Workshop Proper Lunch Presentation of Workshop Output I Critiquing Finalization Dinner
Day 3 Aug. 26, Thurs	8:00 a.m. 9:00 a.m. 12:00 n.n. 1:00 p.m. 3:00 p.m. to 6:00 p.m. 6:30 p.m.	Breakfast Workshop Proper Lunch Presentation of Workshop Output II Critiquing Finalization Dinner
Day 4 Aug. 27, Fri	8:00 a.m. 9:00 a.m. 12:00 n.n. 1:00 p.m.	Breakfast Wrap Up/Expected Output Lunch Departure