



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

June 5, 2023

DIVISION MEMORANDUM

No. 486, s. 2023

**UTILIZATION OF THE DEPED RO AND SDO OFFICE FUNCTIONS VERSION 3  
IN THE ALIGNMENT OF TARGETS IN THE OPCR AND IPCR**

To: OIC- ASDS  
SGOD Chief  
All Section/Unit Heads  
All SDO Personnel  
All others concerned

1. This has reference to the Memorandum DM-HROD-2023-0617 from the Office of the Undersecretary, Human Resource and Organizational Development dated May 5, 2023, re: *DepEd Ro and SDO Office Functions Version 3*.
2. To align the priorities, and the targets for the OPCR which is essential in accomplishing the IPCR, this Office directs all concerned employees to access and review the DepEd RO and SDO Office Functions through this link: [bit.ly/OfficeFunctionsv3](http://bit.ly/OfficeFunctionsv3).
3. Attached is the copy of Memorandum DM-HROD-2023-0617.
4. Immediate dissemination of this Memorandum is desired.

  
**CRISTY C. EPE**

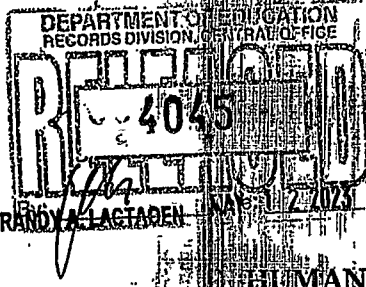
Schools Division Superintendent

Encl.: DM-HROD-2023-0617  
Reference: DM-HROD-2023-0617  
FN: HRDS\_IOFV3/trg



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
Email Address: [davaodeoro@deped.gov.ph](mailto:davaodeoro@deped.gov.ph)  
Website: [www.depeddavaodeoro.ph](http://www.depeddavaodeoro.ph)

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-HROD-2023-0617

FOR

REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

FROM

*[Signature]*  
GLORIA JUMAMIL-MERCADO  
Undersecretary  
Human Resource and Organizational Development

SUBJECT

DepEd RO & SDO Office Functions Version 3

DATE

05 May 2023

This is to officially release the DepEd Regional Office and Schools Division Offices' Office Functions - Version 3, which can be accessed through this link: [bit.ly/OfficeFunctionsv3](http://bit.ly/OfficeFunctionsv3). These documents will form part of the QMS Operations Manual and shall also serve as a guide in the preparation of the Office Operational Plan wherein the priorities of the office for the current year will be translated into their Organization Performance and Commitment Review (OPCR) and in accomplishing the Individual Performance and Commitment Review (IPCR). Further, we would like to remind everyone to use your official DepEd email in accessing the link.

To ensure alignment and proper documentation, any future revisions on the RO & SDO functions must be coursed through the BHROD - OED at email [bhrod.oed@deped.gov.ph](mailto:bhrod.oed@deped.gov.ph), for inclusion and updating of said documents.

For your information and reference.

Thank you.

BHROD/OED/11/1507

