MEMORANDUM
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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

The tables below provide a summary of DepEd non-teaching and related-teaching positions from across all governance levels classified according to Occupational Groups and Job Groups based on the *DBM - Index of Occupational Services, Groups, Classes and Salary Grades CY 2018 Edition*.

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	http://deped.in/1PlanningGroup
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	http://deped.in/FinanceAudit
Budgeting	Chief/Supervising Administrative Officer Administrative Officer I-V (Budget Officers I-III)	http://deped.in/FinanceBudget
Cashiering	Chief/Supervising Administrative Officer Administrative Officers I-V Cashier	http://deped.in/FinanceCashier
Procurement Management	Chief/Supervising Administrative Officer Administrative Officers	http://deped.in/FinanceProcurement
Accounting	Chief Accountant Accountants I-IV	http://deped.in/FinanceAccounting

	Administrative Assistant II-III (Senior/Bookkeepers)	

Occupational Group: EDUCATION, LIBRARY, & ARCHIVAL

This service/group includes occupations concerned with teaching and related teaching activities, such as education research, planning training and supervision; school, college, university and training center administration; library and archival sciences; history and language research; registration, development, and maintenance of historical and cultural landmarks, sites, relics and related exhibits.

Job Groups	Position Titles per Job Group	Online Survey Link
Education Research, Planning and Supervision	Chief/Supervising/Senior Education Program Specialists Education Program Specialist II	http://deped.in/4EducLibArchGroup
Guidance Services	Guidance Service Specialist Guidance Coordinators I-III Guidance Counselors I-III	
Library Services	Librarians I-III	
School Administration	Registrar Vocational School Administrator	

Positions with existing competency standards such as Teachers, School Heads and Supervisors are exempted from accomplishing this survey and were no longer listed in the respective job groups.

Occupational Group: LEGAL AND JUDICIAL

This group includes occupations concerned with prosecution services and adjudication of constitutional questions appealed and other cases including graft and corrupt practices of public officials, employees and accomplices; tax, customs and assessment cases; and administration of judicial system in a court of law. It also includes occupations involved in legal counseling; and investigation and prosecution of illegal, unjust and improper acts or omissions of any public official or agency.

Job Groups	Position Titles per Job Group	Online Survey Link
Legal	Attorney I-V	http://deped.in/5LegalJudicialGroup
Investigation	Special Investigator II-III	
Legal Assistance	Legal Assistant I-II	

Occupational Group: MEDICINE AND HEALTH

This group includes occupations concerned with medicine, surgery, dentistry and optometry; and related patient care areas, such as nursing, therapy, dietetics, rehabilitation and pharmacy. It also includes occupations concerned with veterinary medicine, sanitation and public health; studying the cause, prevention and cure of disease and epidemics; regulating the dispensation and the use of pharmaceutical drugs; and the enforcement of quarantine laws.

Job Groups	Position Titles per Job Group	Online Survey Link
Dentistry	Dentist I-III	http://deped.in/5MedicineHealthGroup
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	http://deped.in/3GenAdGroup
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 and erika.daza@deped.gov.ph, respectively.

For your immediate attention and wide dissemination.

Thank you.

BHROD-HRDD/Losito