



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 737, s. 2018

August 17, 2018

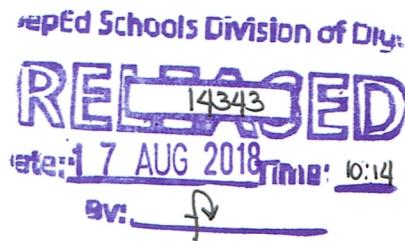
**WORKSHOP ON THE FINALIZATION OF THE HUMAN RESOURCE GUIDEBOOK –
ACTIVITIES 2 TO 5**

To: **FRANCIS JUDE D. ALCOMENDRAS – Administrative Officer V**

1. Pursuant to the unnumbered Memorandum issued on August 8, 2018 by Atty. Alberto T. Escobarte, CESO III, Department of Education (DepEd) Regional Office XI, Davao City, reiterating the unnumbered Memorandum dated July 24, 2018 of Victoria L.M. Catibog, Undersecretary, DepEd Central Office, you are hereby directed to attend the ***“Workshop on the Finalization of the Human Resource Guidebook Activities 2 to 5”*** on **August 29 – 31, 2018 at Dumaguete City.**
2. Travel and other incidental expenses related to the attendance of the said workshop shall be charged to local funds while the board and lodging shall be charged against the CO-GASS/OPDNSP funds subject to the usual accounting rules and regulation.
3. Please be guided accordingly.


WINNIE E. BATON, Ed. D.
Officer in Charge

Office of the Schools Division Superintendent



Encls: Regional Memorandum dated August 8, 2018
References: CO Memorandum dated July 24, 2018
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: WORKSHOP ON THE FINALIZATION OF THE HUMAN RESOURCE GUIDEBOOK

Admin 5: WORKSHOP ON THE FINALIZATION OF THE HUMAN RESOURCE GUIDEBOOK
August 17, 2018



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

MEMORANDUM

TO : Schools Division Superintendents/ OIC-SDS
Digos City, Compostela Valley, Davao City, Davao del Sur
and Tagum City Divisions

FROM : 
ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

SUBJECT : Workshop on the Finalization of the Human Resource Guidebook –
Activities 2 to 5

DATE : August 8, 2018

This has reference to the unnumbered memorandum dated July 24, 2018, from Victoria L.M. Catibog, Undersecretary, Finance and Accounting, DepEd Central Office, relative to the **Workshop on the Finalization of the Human Resource Guidebook**, to be conducted on August to November 2018.

Anent to this, the following selected personnel are directed to attend the scheduled activities below:

Activity and Subject Matter	Date and Venue	Name of Participant
2 - Writeshop for the Completion of the HR Guidebook – DepEd Work Ethics	August 29-31, 2018, within Dumaguete City	Francis Jude D. Alcomendras, AO V, Digos City
3 - Writeshop for the Completion of the HR Guidebook – Personnel Policies, Rules and Procedures	September 25-27, 2018, within General Santos City	Luz E. Comonal, AO IV/HRMO, ComVal Gerard S. Pil, AO V, Davao City
4- Writeshop for the Completion of the HR Guidebook – Retirement, HR Records Management	October 16-18, 2018, within Tacloban City	Elvera L. Delfino, AO IV/HRMO, Davao del Sur Division
5 – Consolidation, Critiquing and Printing of the Finalized HR Guidebook	November 6-8, 2018, within Laoag City	Sharmie H. Cuarte, AO IV/HRMO, Tagum City Norberto S. Manlangit, AO V, ComVal

Participants are requested to bring a laptop for the workshop and submit a travel report to this Office, using the attached template, five (5) days after the activity.

Travel and other incidental expenses related to the attendance of the above workshop shall be charged to local funds while board and lodging shall be charged against the CO-GASS/OPDNSP funds subject to the usual accounting rules and regulations.

Please be guided accordingly.

Incls: as stated

ROA5/PS/jtg

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Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI

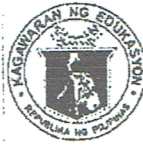
TRAVEL REPORT

Title of Training/Seminar: _____
Inclusive Dates: _____
Venue: _____

Objectives	Highlights/Vital Information of the Training, Seminar. Etc.	Agreements, Commitments made on behalf of the Regional Office	Office concerned of the vital information	Action Taken	Remarks

Prepared by: (Participant)

Noted: (Head of Office)



Republic of the Philippines
Department of Education

MEMORANDUM

TO: Regional Directors

FROM: *[Signature]*
VICTORIA L.M. CATIBOG
Undersecretary

SUBJECT: Finalization of HR Guidebook

DATE: 24 July 2018

The Bureau of Human Resources and Organizational Development through the Personnel Division is in the process of developing a Human Resource Guidebook that is designed to assist our HRMOs in the central and field offices with Human Resource related matters.

With the primary purpose to provide a comprehensive manual that is structured for quick reference containing accurate information about employee benefits, existing policies and procedures and Human Resource processes, a series of workshops will be conducted for the above-mentioned activity on the following dates and venues:

Activity	Dates	Venue	Subject Matter
Writeshop for the Completion of the HR Guidebook	August 7-9, 2018	Within Antipolo City	Compensation and Benefits
	August 29-31, 2018	Within Davao City	Department of Education Work Ethics
	September 25-27, 2018	Within General Santos City	Personnel Policies, Rules and Procedures
	October 16-18, 2018	Within Tacloban City	Retirement HR Records Management
Consolidation, Critiquing and Printing of the Finalized HR Guidebook	November 6-8, 2018	Within Laong City	All topics/chapters

In view of the foregoing, all regions are directed to send one (1) HR/Personnel Officer (AO IV) from Schools Division Office (SDO) per region and one (1) representative from the Regional Office (RO) (CAO/SAO/AO V) based on the attached list of participants (Annex A), who are highly knowledgeable on the subject matter to be discussed during the aforementioned activities. Regions are requested to send the names of their representatives a week before the said activities.

The activity will last for a total of three (3) days, exclusive of travel time. Identified participants are expected to be at the venue on Day 0 at 5:00 pm. The first meal will be dinner on Day 0 and the last meal will be breakfast on Day 4.

Travelling expenses of the participants shall be charged against local funds; while the board and lodging of all participants and CO staff, travelling expenses of CO personnel, supplies and materials,

[Signature]



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Department of Education

contingency and other incidental expenses shall be charged against CO-GASS/OPDNSP Funds, subject to the usual accounting and auditing rules and regulations.

For clarifications and confirmation of attendance, please contact Ms. Michelle Cruz at telephone number (02) 633-6682 or through her email address michelle.cruz015@deped.gov.ph.

Thank you.

Michelle Cruz
4/25/12

FINALIZATION OF THE HR GUIDEBOOK
Regional Office Representatives

ACTIVITY (VENUE)	Activity 1 (Antipolo City)		Activity 2 (Dumaguete)		Activity 3 (Gen. Santos)		Activity 4 (Tacloban)		Activity 5 (Laoag)	
	RO	SDO	RO	SDO	RO	SDO	RO	SDO	RO	SDO
Region I	1	1		1	1	1		1	1	1
Region II	1	1		1		1	1	1	1	1
Region III	1	1		1	1	1		1	1	1
Region IV-A	1	1		1		1	1	1	1	1
Region IV-B		1	1	1		1	1	1	1	1
Region V	1	1		1	1	1		1	1	1
Region VI		1	1	1		1	1	1	1	1
Region VII		1	1	1	1	1		1	1	1
Region VIII		1	1	1		1	1	1	1	1
Region IX		1	1	1		1	1	1	1	1
Region X		1	1	1		1	1	1	1	1
Region XI	1	1		1	1	1		1	1	1
Region XII	1	1		1	1	1		1	1	1
Region XIII		1	1	1	1	1		1	1	1
CAR	1	1		1		1	1	1	1	1
NCR		1	1	1	1	1		1	1	1
TOTAL	8	16	8	16	8	16	8	16	16	16