



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

DIVISION MEMORANDUM
No. 091, s. 2025

January 24, 2025

**PARTICIPATION IN THE DEPED HUMAN RESOURCE AND
ORGANIZATIONAL DEVELOPMENT CONVENTION 2025**

To: Division Chiefs
Concerned Personnel

1. This is in reference to Regional Memorandum HRDD-2025-004 dated January 7, 2025 signed by Rebonfamil R. Baguio, Director III, Officer-In-Charge, Office of the Regional Director, re: Participation in the DepEd Human Resource and Organizational Development Convention 2025 on February 18-21, 2025 including the travel time. The venue is within Metro Manila.

2. The participants of the activity are:

Melanie P. Estacio	Schools Division Superintendent
Clarence S. Pillerin	Public Schools District Supervisor
Ronald B. Dedace	Senior Education Program Specialist
Take Note of the Attire:	
Day 1: Feb. 19- Modern Filipiniana	
Solidarity Night- Feb. 19- to be announced later	
Day 2: Feb. 20- HROD Convention Shirt/Jacket	

3. The travel expenses and board and lodging of the delegates shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. All other details of the said activity are found in the enclosures for ready reference.
5. For information, guidance, and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

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BY: [Signature]



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MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

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Republic of the Philippines
Department of Education
DAVAO REGION

January 7, 2025

REGIONAL MEMORANDUM
HRDD-2025-004

PARTICIPATION TO THE DEPED HUMAN RESOURCE AND ORGANIZATIONAL
DEVELOPMENT CONVENTION 2025

To: Assistant Regional Director
Schools Division Superintendents of Davao Oriental, Digos City, and Davao del Norte, and Chiefs of the Human Resource Development Division and Administrative Division

1. This has reference to DM-OUHROD-2025-002 titled Invitation to the DepEd Human Resource and Organizational Development (HROD) Convention 2025 dated January 2, 2025 and Advisory dated January 3, 2025, be informed that the activity is scheduled from January 30-31, 2025 to February 6-7, 2025 within National Capital Region. A separate advisory on the exact venue and list of possible accommodation within NCR shall be issued once the venue is finalized. Relevant details are found in the enclosures. The participants of the activity are:

Participants	Position	Office
Allan G. Farnazo	Regional Director	RO XI
Josephine L. Fadul	Schools Division Superintendent	SDO-Davao Oriental
Nelma Lyn R. Barnija	Chief Education Supervisor	RO XI HRDD-NEAP
Sollie B. Oliver	Chief Education Supervisor	SDO-Digos City
Agnes A. Sagsagat	Administrative Officer V	RO XI-AD
Relyn B. Gallardo	Administrative Officer IV	SDO-Davao del Norte

2. The RO HRDD Chief is hereby directed to monitor the registration status of delegates via bit.ly/HRODConv2025-SubmitList on or before January 8, 2025.

3. The travel expenses and board and lodging of all delegates shall be charged to local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is directed.

REBONFAMIL R. BAGUIO

Director III

Officer-In-Charge

Office of the Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

Encl.: As stated
ROH3/glv

By: *[Signature]*
JAN. 07, 2025
43807



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147
Email Address: region11@deped.gov.ph





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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ADVISORY

January 15, 2025

FINAL DATE FOR THE HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT CONVENTION 2025

In reference to Memorandum DM-OUHROD-2025-001, titled *Invitation to the DepEd Human Resource and Organizational Development Convention 2025*, please be informed that the event will take place on **February 19-20, 2025**, within **Metro Manila**.

To ensure the smooth conduct of the convention, All **Regional Office-HRDD Chiefs** are instructed to:

- ensure that all Regional and Schools Division Office delegates have registered in the online registration from through this link: bit.ly/HRODConv2025-Reg.
- monitor the complete and accurate list of delegates through the following link: bit.ly/HRODConv2025-Delegates.
- submit a scanned PDF copy of the signed official list of delegates via bit.ly/HRODConv2025-SubmitList.

The deadline for submission of the complete list of official delegates is on or before **20 January 2025**, to facilitate the finalization of logistical and administrative arrangements.

Further, please take note of the event attires:

- **Day 1 (February 19)** - Modern Filipiniana
- **Day 2 (February 20)** - HROD Convention Shirt/Jacket
- **Solidarity Night (February 19)** - To be announced via the Viber community group

Should there be questions/clarifications, please coordinate with Ms. Cecilia G. Tiamson or Ms. Hannah Caña of HROD Convention Secretariat through email hrodconvention@deped.gov.ph or at telephone number (02) 8633-5375.

For your information and appropriate action.

WILFREDO E. CABRAL

Undersecretary
Human Resource and Organizational Development

Copy furnished:
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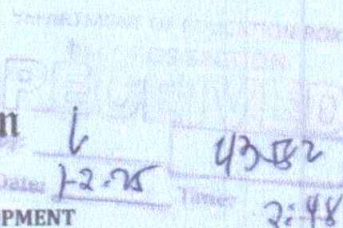
Reference:
DM-OUHROD-2025-001 titled *Invitation to the DepEd Human Resource and Organizational Development (HROD) Convention 2025* dated 02 January 2025



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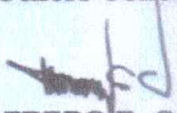
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM DM-OUHROD-2025-001

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

FROM :  **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **INVITATION TO THE DEPED HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT (HROD) CONVENTION 2025**

DATE : 02 January 2025

The Department of Education (DepEd), through the Human Resource and Organizational Development (HROD) Strand, shall conduct a national **Human Resource and Organizational Development (HROD) Convention**, themed "**All Hands on Deck: Steering Workforce, Driving Transformation**," on **30-31 January 2025** within the **National Capital Region**.

This convention aims to highlight the importance of cooperation and collaboration among key players in HROD in achieving organizational goals. As one HROD, it is our mandate to strategically steer the workforce such that they become key players in driving organizational transformation. Further, it is our responsibility to ensure that our systems and processes remain agile and effective as we navigate the challenges of strengthening our education system. The specific objectives of the convention are as follows:

1. emphasize the critical role of various key players in HROD in bringing about a transformative HR that sustains milestones, responds to challenges, and advocates for reforms;
2. equip the delegates with new knowledge and relevant skills that they can apply in their respective workplaces to provide responsive HR actions/services; and
3. engage in benchmarking sessions with partners to learn from their HROD best practices.

The convention will include several plenary sessions and strategically curated breakout sessions, featuring speakers from other national government agencies, education development partners, and experts from the HROD field who will share their expertise and provide the Department with opportunities to benchmark existing systems and practices.

The list of expected delegates is provided in **Annex A**. For attendance confirmation, all delegates are directed to register through the link **bit.ly/HRODConv2025-Reg** **not later than 06 January 2025**.

To verify that all required information is provided and ensure that the registration forms are complete and accurate, all RO-HRDD Chiefs are hereby directed to monitor the registration status of delegates from their respective regions through the link **bit.ly/HRODConv2025-Delegates**. Upon completion, RO-HRDD Chiefs are instructed to do the following:

1. Print the consolidated registration list;
2. Have the printed copy of the official list approved and signed by the Regional Director; and
3. Submit a scanned PDF copy of the signed official list through the link **bit.ly/HRODConv2025-SubmitList** on or before **08 January 2025**.

Note: Once submitted, any modifications will not be permitted.

Travel expenses and board and lodging of **all delegates** shall be charged to **local funds**, subject to existing budgeting, accounting, and auditing rules and regulations.

Administrative arrangements and an indicative program of activities are also provided in **Annex A**.

A separate advisory on the exact venue and a list of possible accommodation shall be issued once the venue is finalized.

Should there be further concerns/questions, please coordinate with the HROD Convention Secretariat through email **bhrod.od@deped.gov.ph** or landline number (02) 8633-7237.

For immediate dissemination and appropriate action.

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Annex A

2025 DepEd HROD Convention **"All Hands on Deck: Steering Workforce, Driving Transformation"** 30-31 January 2025 | Within NCR

I. Executive Summary

The Department of Education (DepEd), through the Human Resource and Organizational Development (HROD) strand, will be conducting a national **HROD Convention** on **30-31 January 2025, within NCR**, with the theme **"All Hands on Deck: Steering Workforce, Driving Transformation."**

The convention aims to highlight the importance of cooperation and collaboration among key players in HROD in achieving organizational goals. The convention shall feature speakers from other national government agencies, education development partners, and experts from the HROD field who will share their expertise through several plenary sessions and breakout sessions and provide the Department with the opportunity to benchmark existing systems and practices.

II. List of Expected Delegates

Office	Position	No. of Representatives
Central Office		
Office of the Undersecretaries		ALL Usec
Office of the Assistant Secretaries		ALL Asec
Office of the Bureau and Service Directors		ALL Directors
Bureau of Human Resource and Organizational Development		35
National Educators Academy of the Philippines		4
Technical Working Group		20
Regional Office		
Office of the Regional Director/Assistant Regional Director	Regional Director or Assistant Regional Director	1
Human Resource Development Division	Chief Education Program Supervisor	1
Administrative Division	Administrative Officer V (HRMO)	1
Schools Division Office		
Office of the Schools Division Superintendent/Assistant Schools Division Superintendent	Schools Division Superintendent or Assistant Schools Division Superintendent	1
School Governance and Operations Division	Chief Education Program Supervisor	1
Administrative Section	Administrative Officer IV (HRMO)	1

III. Accommodation and Meals Arrangement

	Day 1	Day 2
Breakfast	c/o delegates	c/o delegates
AM Snacks	✓	✓
LUNCH	✓	✓
PM Snacks	✓	✓
Dinner	✓	

Note: Accommodation of delegates shall be charged against local funds. A list of possible accommodation shall be released once the venue is finalized.

IV. Indicative Program of Activities

Time	Activity
Day 1: 06 February 2025	
7:00 AM-8:00 AM	Registration
8:30 AM-9:00 AM	Opening Ceremony
9:00 AM-10:00 AM	Keynote Speech and Solidarity Messages
10:00 AM-11:00 AM	Plenary No. 1
11:30 AM-1:30 PM	Lunch Break
1:30 AM-1:45 PM	Afternoon Program
1:45 PM-3:00 PM	Plenary No. 2
3:00 PM-4:30 PM	Round-Table Discussion: HROD Policies
	Breakout Sessions
4:30 PM-5:00 PM	Break
5:00 PM-7:00 PM	Solidarity Night
Day 2: 07 February 2025	
7:00 AM-9:00 AM	Registration
9:00 AM-9:30 AM	Morning Program
9:30 AM-10:30 AM	Plenary No. 3
10:30 AM-11:30 AM	Plenary No. 4
11:30 AM-1:30 PM	Lunch Break
1:30 AM-1:45 PM	Afternoon Program
1:45 PM-2:15 PM	Closing Plenary
2:15 PM-2:30 PM	Commitment Ceremony
2:30 PM-3:00 PM	Closing Program

Note: Specific topics for plenary sessions and sign-up form for breakout sessions shall be released separately.

III. Accommodation and Meals Arrangement

	Day 1	Day 2
Breakfast	c/o delegates	c/o delegates
AM Snacks	✓	✓
LUNCH	✓	✓
PM Snacks	✓	✓
Dinner	✓	

Note: Accommodation of delegates shall be charged against local funds. A list of possible accommodation shall be released once the venue is finalized.

IV. Indicative Program of Activities

Time	Activity
Day 1: January 30, 2025	
7:00 AM-8:00 AM	Registration
8:30 AM-9:00 AM	Opening Ceremony
9:00 AM-10:00 AM	Keynote Speech and Solidarity Messages
10:00 AM-11:00 AM	Plenary No. 1
11:30 AM-1:30 PM	Lunch Break
1:30 AM-1:45 PM	Afternoon Program
1:45 PM-3:00 PM	Plenary No. 2
3:00 PM-4:30 PM	Round-Table Discussion: HROD Policies
	Breakout Sessions
4:30 PM-5:00 PM	Break
5:00 PM-7:00 PM	Solidarity Night
Day 2: January 31, 2025	
7:00 AM-9:00 AM	Registration
9:00 AM-9:30 AM	Morning Program
9:30 AM-10:30 AM	Plenary No. 3
10:30 AM-11:30 AM	Plenary No. 4
11:30 AM-1:30 PM	Lunch Break
1:30 AM-1:45 PM	Afternoon Program
1:45 PM-2:15 PM	Closing Plenary
2:15 PM-2:30 PM	Commitment Ceremony
2:30 PM-3:00 PM	Closing Program

Note: Specific topics for plenary sessions and sign-up form for breakout sessions shall be released separately.



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION - BOKI
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ADVISORY

03 January 2025

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1. This has reference to the **Invitation to the DepEd Human Resource and Organizational Development (HROD) Convention 2025** originally scheduled on 30-31 January 2025 within the National Capital Region (*disseminated through memorandum DM-OUHROD-2025-001 dated 02 January 2025*).
2. Please be advised that due to another equally important activity to be attended by the members of the DepEd Executive and Management Committees on said dates, **the schedule of the HROD Convention has been moved to 06-07 February 2025**.
3. Kindly refer to **Annex A** for the *List of Expected Delegates, Accommodation and Meals Arrangement*, and the *Indicative Program of Activities*.
4. A separate advisory on the exact venue and list of possible accommodation within NCR shall be issued once the venue is finalized.
5. For further questions and clarifications, please coordinate with the HROD Convention Secretariat through email bhrod.od@deped.gov.ph or landline (02) 8633-7237.
6. Please be guided accordingly.

WILFREDO E. CABRAL

Undersecretary for Human Resource and
Organizational Development

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Reference:
DM-OUHROD-2025-001 titled *Invitation to the DepEd Human Resource and Organizational Development (HROD) Convention 2025* dated 02 January 2025



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Doc. Ref. Code	Advisory	Rev	00
Effectivity	03.23.23	Page	1 of 3



Annex A (Updated)

2025 DepEd HROD Convention "All Hands-on Deck: Steering Workforce, Driving Transformation" 06-07 February 2025 | Within NCR

I. Executive Summary

The Department of Education (DepEd), through the Human Resource and Organizational Development (HROD) strand, will be conducting a national **HROD Convention** on **06-07 February 2025, within NCR**, with the theme **"All Hands on Deck: Steering Workforce, Driving Transformation."**

The convention aims to highlight the importance of cooperation and collaboration among key players in HROD in achieving organizational goals. The convention shall feature speakers from other national government agencies, education development partners, and experts from the HROD field who will share their expertise through several plenary sessions and breakout sessions and provide the Department with the opportunity to benchmark existing systems and practices.

II. List of Expected Delegates

Office	Position	No. of Representatives
Central Office		
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