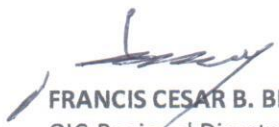




MEMORANDUM

To : Schools Division Superintendents
Assistant Schools Division Superintendents
This Region

From :  **FRANCIS CESAR B. BRINGAS**
OIC-Regional Director

Subject : **CONDUCT OF THE HUMAN RESOURCE (HR) ASSEMBLY 2019**

Date : March 20, 2019



1. Please find attached Memorandum dated March 11, 2019 on the Conduct of the Human Resource (HR) Assembly 2019 on April 10-12, 2019 (exclusive of travel time) in Cebu City.
2. The participants from the Schools Division Offices are:
(1) Administrative Officer IV (HRMO)
(1) Senior Education Program Specialist (HRD)
3. Participants are advised to register online through <http://deped.in/2019HRassembly> three (3) days before the scheduled activity.
4. Travelling and other incidental expenses of the participants shall be charged to local funds while board and lodging shall be charged to DepEd Central Office subject to the usual accounting and auditing rules and regulations.
3. For your guidance and compliance.

PS/srp
03/20/2019
FN: memo_HRASsembly





Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

11 March 2019

MEMORANDUM

TO: Regional Directors
Schools Division Superintendents

FROM: *Revsee A. Escobedo*
ATTY. REVSEE A. ESCOBEDO
OIC-Undersecretary,
Field Operations, BHROD (EWD and PD) and DEACO

SUBJECT: CONDUCT OF THE HUMAN RESOURCE (HR) ASSEMBLY 2019

As part of the efforts of improving the delivery of Human Resource (HR) systems and services, the Bureau of Human Resource and Organizational Development (BHROD) will conduct the **HR Assembly** with the following objectives:

- a. To clarify the HR functions and delineation across Central (CO), Regional (RO) and Schools Division (SDO) levels;
- b. To strengthen coordination and partnership among the HR practitioners from CO, RO and SDO;
- c. To provide an avenue for feedback, sharing of effective practices and updating on policies and guidelines; and
- d. To prepare the necessary plantilla-related documents for submission to Department of Budget and Management (DBM);

The HR Assembly will be a series of clustered activities to gather the DepED HR practitioners from the Human Resource Development (HRD) and Human Resource Management (HRM)/Personnel units from the Central, Regional and Schools Division offices. The participants for the HR Assembly are the following personnel:

	CO	RO	SDO
HRM / Personnel	1. Two (2) Representatives from Personnel Division	1. Supervising Administrative Officer 2. Administrative Officer V (HRMO)	1. Administrative Officer IV (HRMO)
HRD	Two (2) Representatives from each office: 1. Human Resource Development Division (HRDD) 2. Employee Welfare Division	1. Chief Education Supervisor, HRDD 2. One (1) Education Program Supervisor, HRDD	2. Senior Education Program Specialist (HRD)

The clustered activities will be conducted on the following dates and venues:

CLUSTER	REGIONS	VENUE	DATE
1	III and NCR	Savannah Resort Hotel, Angeles, Pampanga	March 19-22, 2019
2	I, II and CAR	Hotel Dominique, Tagaytay City	March 26-29, 2019
3	IV-A, IV-B, V, and IX	Within Cebu City	April 01-03, 2019*
4	VI, VIII, XI and XII	Within Cebu City	April 03-05, 2019*
5	VII, X and XIII	Within Cebu City	April 10-12, 2019*

Note: Exclusive of Travel Time for the participants of Cluster 3,4, and 5

To ensure smooth implementation of the activity, please be informed of the following reminders:

1. Participants are advised to register online through <http://deped.in/2019HRassembly> three (3) days before their scheduled activity;
2. Each RO and SDO shall bring one (1) laptop, extension cord and pocket wifi (if available) for internet connectivity;
3. HRMOs shall bring the updated Personal Services Itemization and Plantilla of Personnel (PSIPOP), both hard and soft (MS Excel Format) copies;
4. Travelling and other incidental expenses of the RO and SDO participants relative to this activity shall be charged against the respective local funds, while the board and lodging shall be charged to DepEd Central Office, subject to the usual accounting and auditing rules and regulations.

Other Reminders	Clusters 1 and 2	Clusters 3-5
Start of Assembly	Day 1: 1:00 PM	Day 1: 8:00 AM
End of Assembly	Day 4: 12:00 NN	Day 3: 5:00 PM
Hotel Check-in	Day 1: 2:00 PM	Day 0: 2:00 PM
Hotel Check-out	Day 4: 12:00 NN	Day 4: 12:00 NN
First Meal	Day 1: Lunch	Day 0: Dinner
Last Meal	Day 4: Lunch	Day 4: Breakfast

For clarifications, please contact Mr. Allan Jerome Gutierrez or Ms. Rhea Amor Cayapan at telephone numbers (02) 6336682/6339345.

Thank you.

Program Design (Cluster 1 and 2)

	Day 01	Day 02	Day 03	Day 04
AM		Review of HRD and HRM Functions and Processes Review and Validation of Proposed Adjustments	Updates on PRIME-HRM Systems (Plenary) • Learning and Development • Rewards and Recognition • *Personnel Records	Plantilla Management • DBM Procedures on Plantilla Updating • Plantilla Clean-up • HR Profile Submission • DBM Requirements: ▪ CTI items ▪ Administrative Support Items Agreements and Next Steps
PM	Opening Program The Role of HR in DepED Overview of DepED Organizational Review	Coordination and Communication Protocols and Avenues Updates on PRIME-HRM Systems (Plenary) • RSPI • Performance Management	Updates on HR Systems and Services (Breakout) HRD: • Employee Welfare (+ Mental Health, FinLit) • GAD HRM: • Employee Relations • GSIS Procedures	

Program Design (Cluster 3-5)

	Day 01	Day 02	Day 03
AM	Opening Program The Role of HR in DepED Overview of DepED Organizational Review	Coordination and Communication Protocols and Avenues Updates on PRIME-HRM Systems (Plenary) • RSPI • Performance Management	Updates on HR Systems and Services (Breakout) HRD: • Employee Welfare (+ Mental Health, FinLit) • GAD HRM: • Employee Relations • GSIS Procedures
PM	Review of HRD and HRM Functions and Processes Review and Validation of Proposed Adjustments	Updates on PRIME-HRM Systems (Plenary) • Learning and Development • Rewards and Recognition • *Personnel Records	Plantilla Management • DBM Procedures on Plantilla Updating • Plantilla Clean-up • HR Profile • DBM Requirements: ▪ CTI items ▪ Administrative Support Items Agreements and Next Steps