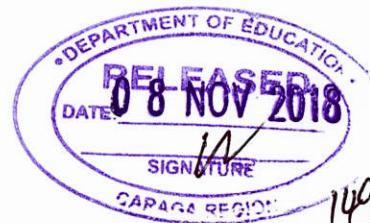




Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City



REGIONAL ADVISORY
NO. 154 Series of 2018



To : All Schools Division Superintendents
Assistant Superintendents
Region and Division Administrative Officers
HRMO / Personnel Officer
This Region

From : 
FRANCIS CESAR B. BRINGAS, CESO V
OIC-Regional Director

Subject : **CONSOLIDATION AND CRITIQUING OF THE FINALIZED HUMAN
RESOURCE (HR) GUIDEBOOK**

Date : November 08, 2018

Attached is an Advisory from the Office of the Supervising Administrative Officer, Mr. Albert Gerome C. Andres, OIC-Personnel Division of DepED Central Office, relative to the conduct of the **Consolidation and Critiquing of the Finalized Human Resource (HR) Guidebook** which will be held at **Plaza del Norte Hotel & Convention Center, Barangay 41, Balacad, Laoag City, Ilocos Norte** from **November 20 to 25, 2018** (inclusive of travel time).

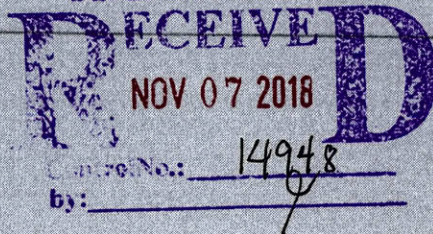
Identified Region/Division Personnel are enjoined to extend full support to the conduct of the said Finalization of the Human Resource (HR) Guidebook.

For your information and guidance.



Republic of the Philippines
Department of Education

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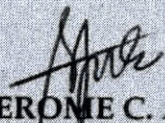


ADVISORY

Please be informed that the **Consolidation and Critiquing of the Finalized Human Resource (HR) Guidebook** will be held at **Plaza del Norte Hotel & Convention Center**, Barangay 41, Balacad, Laoag City, Ilocos Norte from 20 to 24 November 2018 (inclusive of travel time).

The ingress and travel time for the activity will be on **20 November 2018 (Tuesday)**, and the first provision of meals on the said day will be Dinner. The egress and travel time for the activity will be on **24 November 2018 (Saturday)**, and the last provision on the said day will be Breakfast.

For your guidance.


ALBERT JEROME C. ANDRES
Supervising Administrative Officer
Officer-In-Charge, Personnel Division



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ADVISORY

September 25, 2018

Please be informed that due to conflict of schedule and unforeseen circumstances, the conduct of the following writeshops for the Finalization of the Human Resource (HR) Guidebook, is hereby rescheduled:

Activity	Old Schedule	New Schedule
Writeshop for the Completion of the HR Guidebook (Personnel Policies, Rules and Regulations) <i>Within Tacloban City</i>	October 16-18, 2018	November 06-08, 2018
Consolidation and Critiquing of the Finalized HR Guidebook <i>Within Laong City</i>	November 06-08, 2018	November 21-23, 2018

For information and guidance.


VICTORIA L.M. CATIBOG
Undersecretary

BHROD/Personnel

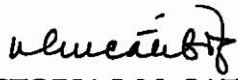
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OFFICE OF THE UNDERSECRETARY



Republic of the Philippines
Department of Education

MEMORANDUM

TO: Regional Directors

FROM: 
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 Dumaguete 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 Laoag 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,





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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
4/25/18

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)	
REGION	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