



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XIII (Caraga)
Jose Rosales Avenue, Butuan City
Tel. No. 342-8207

**MEMORANDUM**

To : **ROMEO O. APROVECHAR, CESO VI**
Schools Division Superintendent
Division of Butuan City

DR. IMELDA N. SABORNIDO
Schools Division Superintendent
Division of Bayugan City

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

Subject : **FINALIZATION OF HUMAN RESOURCE (HR) GUIDEBOOK**

Date : September 28, 2018



Please find attached copy of *Advisory* on the conduct of the **Consolidation and Critiquing of the Finalized Human Resource (HR) Guidebook** at Plaza del Norte Hotel & Convention Center, Laoag City, Ilocos Norte on November 20-24, 2018.

The following are requested to attend the said workshop:

1. **YOLANDA A. APILADA**, Administrative Officer IV (Personnel), Butuan City Division
2. **JASMINE B. NEPA**, Administrative Officer IV (Personnel), Bayugan City Division

Travelling expenses and other incidental expenses of the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.



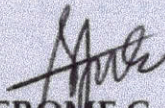
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ADVISORY

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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MEMORANDUM

TO: Regional Directors

FROM: *Victoria L.M. Catibog*
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 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,

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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
4/2/18

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)	
	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

Annex A