



Republic of the Philippines
Department of Education
CARAGA REGION



SEP 30 2024

REGIONAL MEMORANDUM
ASD – 2024 – 1020

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned) Division of Siargao

**PARTICIPANTS TO THE CONSULTATIVE WORKSHOP ON THE DRAFT POLICY
ON STEP INCREMENT DUE TO MERITORIOUS PERFORMANCE**

1. The Bureau of Human Resource and Organizational Development-Personnel Division is drafting the adoption of the Policy on Grant of Step Increment Due to Meritorious Performance in the Department.
2. In line with this, a Consultative Workshop on the Draft Policy on Grant on the Step Increment Due to Meritorious Performance, per attached Memorandum OM-OUHROD-2024 will be conducted on **October 1-4, 2024** at **DepEd Ecotech Center, Lahug, Cebu City**. The following Human Resource Management Officers (HRMOs) are invited to attend the said workshop as representatives of this Region :

Name	Position	SDO
Aljon V. Sicat	Administrative Officer IV/HRMO-II	Agusan del Norte
Rochelle Boncaros	Administrative Officer IV/HRMO-II	Siargao

3. Travel and other incidental expenses of participants shall be charged to their respective SDO local funds while board and lodging and other expenses shall be charged to DepEd CO Funds.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As stated
Reference: Memorandum OM-OUHROD-2024
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS

EMPLOYEES

POLICY

WORKSHOPS

ASD/srp
09/27/2024



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-OUHROD-2024-1937

TO : All Regional Directors

FROM : WILFREDO E. CABRAL
Regional Director
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : Invitation to Consultative Workshop on the Draft Policy on the Step Increment Due to Meritorious Performance

DATE : 25 September 2024

The Bureau of Human Resource and Organizational Development - Personnel Division (BHRD-PD) is currently drafting the adoption of the Policy on Grant of Step Increment Due to Meritorious Performance in the Department, which aims to grant one (1) to two (2) Step Increment/s to officials and employees of the Department whose merit has been proven beyond exceptional thus promoting them to stay in the government service and continue their career path.

In light of the foregoing, we would like to invite two (2) representatives (Human Resource Management Officer/s) from each region and a representative from the Central Office, BHRD-Human Resource Development Division and Employee Welfare Division, to attend the **Consultative Workshop on the Draft Policy on the Step Increment Due to Meritorious Performance on October 1- 4, 2024** at DepEd Ecotech Center, Lahug, Cebu City.

Participants are encouraged to bring their own laptops, and extension cords. Each participant is requested to register online at bit.ly/StepIncrement2024 on or before September 27, 2024 (Friday) 12:00 noon.

Travelling and other incidental expenses of regional participants shall be charged to their respective local funds, while board and lodging, supplies, materials, and other related expenses/contingencies shall be charged to DepEd-CO funds (AC-24-BHRD-PD-GASS-007).

Furthermore, the table below showed the first and last meal of the 3-day workshop:

DATE	Breakfast	AM Snack	Lunch	PM Snack	Dinner
October 1, 2024 (Day 0)					✓
October 2, 2024 (Day 1)	✓	✓	✓	✓	✓
October 3, 2024 (Day 2)	✓	✓	✓	✓	✓
October 4, 2024 (Day 3)	✓	✓	✓	✓	

For more information, you may contact **Mr. Joshua L. Biglang-awa** of the BHROD-PD at (02) 8633-9345 or email at joshua.biglangawa@deped.gov.ph.

For your information and action. Thank you.

BHROD/PD - Biglang-awa