



Republic of the Philippines
Department of Education
CARAGA REGION

OCT 07 2024

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REGIONAL MEMORANDUM
HRDD - 2024 - 1042

To: Schools Division Superintendent) Division of Surigao del Norte
RO Functional Division Chief) HRDD
All Others Concerned

CONDUCT OF POLICY FORMULATION AND CONSULTATIVE WORKSHOP
ON THE SEPARATION AND EXIT INTERVIEW GUIDELINES

1. In reference to Memorandum DM-OUHROD-2024-1998 dated October 02, 2024, this office is hereby informed that the Department of Education through the Bureau of Human Resource and Organizational Development (BHROD) will be conducting a **Policy Formulation and Consultative Workshop on the Separation and Exit Interview Guidelines** on October 9-11, 2024 at the Legend Hotels International Corporation - Kabayan Hotel located in 423 EDSA, Pasay City.
2. This activity aims to provide a systematic and uniform process for the separation and exit interview of departing employees in all governance levels due to optional/compulsory retirement, resignation, transfer, dismissal, and other modes of separation.
3. There shall be one representative from the Regional Office, **Niña Jonalyn G. Diamante** of Human Resource Development Division and one from the selected Schools Division Office, **Lorraine Shirai J. Dedumo** of Surigao del Norte Division to attend the said workshop.
4. For attendance confirmation, all participants are requested to register via this link https://bit.ly/REGFORM_SEPARATION_EXIT at least two days before the activity.
5. Expenses for board and lodging shall be charged against the funds allocated for this activity, while travel and incidental expenses shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.
6. Attached is a copy of Memorandum DM-OUHROD-2024-1998 for reference and details of the above-mentioned activity.
7. For information, guidance and compliance.

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



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Encl/s.: None

Reference/s: Memorandum DM-OUHROD-2024-1998

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES

POLICY

WORKSHOPS

HRDD/tgc
10/04/2024