



Republic of the Philippines
Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL



REGION: VII- Central Visayas

BUREAU/DIVISION/SCHOOL: DepEd, Schools Division of Negros Oriental

Name	JIAN A. DIAZ
Position/Designation	Administrative Officer IV
Permanent Station	DepEd, SDO of Negros Oriental
Purpose of Travel	To attend seminar/workshop with the subject Capacity Building of Human Resource Management Officers (HRMOs)
Host of Activity	Bureau of Human Resource and Organizational Development through the Personnel Division (BHROD-PD)
Period Covered (Inclusive of Travel Time)	November 20-24, 2023
Venue/Destination	Hotel Fortuna, Cebu City
Fund Source	Division / local MOOE funds

I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.


JIAN A. DIAZ

Name and Signature of Requesting Employee

11/13/2023

Date

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purposes stated herein.


LANI B. YURONG

Name and Signature of Recommending Authority

Date

APPROVED


NERI C. OJASTRO EdD, CESE

Schools Division Superintendent

11/13/2023

Date



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

09 NOV 2023

REGIONAL MEMORANDUM

No. **830** s. 2023

CAPACITY BUILDING OF HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office is disseminating the enclosed communication titled "**Capacity Building of Human Resource Management Officers (HRMOs)**" informing the field offices of the conduct of said activity on **November 20-24, 2023** at the Hotel Fortuna, Cebu City.
2. Relative to this, all Schools Division Offices are requested to send one (1) representative, Administrative Officer IV (HRMOII) to attend the said activity.
3. Participants are requested to register at <https://bit.ly/Registration-HRMOs-Capacity-Building> to confirm their attendance on or before 15 November 2023.
4. Travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.
5. All participants must bring their own laptops and are encouraged to bring their own extension cords. The first meal provision is pm snack on November 20, 2023 (Day 0) and the last meal will be lunch on November 24, 2023.
6. For more details, please see the enclosed communication.
7. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/PYA/ASD/APC/arc



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639457623193 local 700

 DepEd Tayo Region VII

 region7.deped.gov.ph



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-OUHROD-2023-1727

TO : REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

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

SUBJECT : CAPACITY BUILDING OF HUMAN RESOURCE MANAGEMENT
OFFICERS (HRMOs)

DATE : 03 November 2023

The Bureau of Human Resource and Organizational Development (BHROD) provides the efficient implementation of human resource administration and management services to the Central Office personnel and third level officials and assists Human Resource Management Officers (HRMOs) counterparts in the different governance levels in the delivery of human resource services to all DepEd employees, and significantly contribute to the improvement to employee engagement in support to the achievement of organizational goals.

Given this, the Bureau of Human Resource and Organizational Development through the Personnel Division (BHROD-PD) will conduct orientation/reorientation for HRMOs to ensure that all DepEd HR units are well capacitated and are uniform in the implementation of human resource policies, processes, standards, and updates to provide efficient and effective delivery of HR services to all DepEd employees.

In this regard, may we request for **three (3) representatives** from each region and **one (1) representative** from each School Division Office (SDO), composed of the following, to attend the Capacity Building of HRMOs on **November 20-24, 2023** to be held in **Cebu City** (exact venue: TBA):

1. Chief Administrative Officer (CAO) or Supervising Administrative Officer (SAO) from Administrative Division;
2. Administrative Officer V (HRMO);
3. Administrative Officer (HRMO); and
4. Administrative Officer IV (HRMO) from SDO.

Participants are requested to register at <https://bit.ly/Registration-HRMOs-Capacity-Building> to confirm their attendance on or before **15 November 2023**. The program of activities and list of participants are attached for ready reference.

Expenses for the board and lodging shall be charged against the funds allocated for this purpose, while travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

All participants must bring their own laptops and we encourage each region to bring their own extension cords. The first meal provision is pm snack, and the last meal will be lunch. Kindly refer to the table below for more details.

Day/Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 0	x	x	x	✓	✓
Day 1	✓	✓	✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	✓
Day 4	✓	✓	✓	x	x

For any clarifications, concerns and confirmation of participants, kindly contact Ms. Reina Comabras or Ms. Mitzi Bituin of BHROD-PD through phone number, (02) 8633-9345 or email at reina.comabras@deped.gov.ph or mitzi.bituin@deped.gov.ph.

For information and guidance.

Annex A. Program

Day 0

Time	Activity
12:00 – 3:00 PM	Travel Time
3:00 – 5:00 PM	Arrival and Check-in

Day 1

Time	Activity
6:00 – 8:00 AM	Breakfast and Registration
8:00 – 8:30 AM	Opening Program <ul style="list-style-type: none"> - National Anthem - Prayer - Opening Remarks
8:30 – 10:00 AM	Target Setting
10:00 – 12:00 NN	Topic 1
12:00 – 1:00 PM	Lunch
1:00 – 2:00 PM	Topic 2
2:00 – 2:15 PM	Short Break
2:15 – 5:00 PM	Topic 3
6:30 – 9:00 PM	Dinner

Day 2

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Topic 4
10:15 – 10:30 AM	Short Break
10:30 – 12:00 NN	Continuation of Topic 4
12:00 – 1:00 PM	Lunch
1:00 – 2:30 PM	Topic 5
2:30 – 2:45 PM	Short Break
2:45 – 5:00 PM	Continuation of Topic 5
6:30 – 9:00 PM	Dinner

Day 3

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:30 AM	Topic 6
10:30 – 10:45 AM	Short Break
10:45 – 12:00 NN	Continuation of Topic 6
12:00 – 1:00 PM	Lunch
1:00 – 3:00 PM	Topic 7
3:00 – 3:15 PM	Short Break
3:15 – 5:00 PM	Continuation of Topic 7
6:30 – 9:00 PM	Dinner

Day 4

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:30 AM	Topic 8
10:30 – 10:45 AM	Short Break
10:45 – 12:00 NN	Next Steps/Ways Forward
12:00 – 1:00 PM	Lunch/Check-out
1:00 PM	Departure

Annex B. List of Participants

Field Office	Number of Representative
CAR	3
SDOs	8
Region I	3
SDOs	14
Region II	3
SDOs	9
Region III	3
SDOs	20
Region IV-A	3
SDOs	23
Region IV-B	3
SDOs	7
Region V	3
SDOs	13
NCR	3
SDOs	16
Region VI	3
SDOs	21
Region VII	3
SDOs	20
Region VIII	3
SDOs	13
Region IX	3
SDOs	8
Region X	3
SDOs	14
Region XI	3
SDOs	11
Region XII	3
SDOs	8
CARAGA	3
SDOs	12
TOTAL	265

Central Office	Number of Representative
OUHROD	3
BHROD-OD	3
BHROD-EWD	3
BHROD-HRDD	3
BHROD-OED	3
BHROD-SED	3
BHROD-PD	14

[BHROD-PD/ Comabras]