

CONTROL NO.

Republic of the Philippines Department of Education

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

RILEASED
NO 023.3201
DATE: 14 MOV 202
BY:
RECORD SECTION

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
JIAN	form and in the supporting documents attached hereto are true and correct. A. DIAZ Of Requesting Employee Date
travel and that alternatives to travel o	Questing employee satisties all the minimum conditions for authorized official re-insufficient for purposes stated herein VURONG Recommending Authority Date
	TRO EdD, CESE IIII 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 O) and the last meal will be lunch on November 24, 2023.
- For more details, please see the enclosed communication.
- Immediate dissemination of this Memorandum is desired.

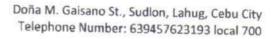
SALUSTIANO T. JIMENEZ JD, EdD, CESO V

Director IV Regional Director

STJ/FYA/ASD/AFC/arc













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.

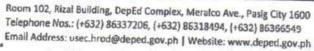
In this regard, may we request for three (3) representatives from each region and one (1) representative from each School Division Office (SDO), composed of the following, to attend the Capacity Building of HRMOs on November 20-24, 2023 to be held in Cebu City (exact venue: TBA):

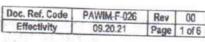
- 1. Chief Administrative Officer (CAO) or Supervising Administrative Officer (SAO) from Administrative Division;
- Administrative Officer V (HRMO); 3. Administrative Officer (HRMO); and
- 4. Administrative Officer IV (HRMO) from SDO.

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.

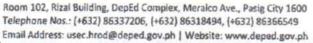
All participants must bring their own laptops and we encourage each region to bring their own extension cords. The first meal provision is pm snack, and the last meal will be lunch. Kindly refer to the table below for more details.

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





Doc, Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	2 of 6



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 - 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

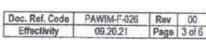
Time	Activity		
6:00 - 8:00 AM	Breakfast		
8:30 - 10:00 AM	Topic 4		
10:15 - 10:30 AM	Short Break		
10:30 - 12:00 NN	Continuation of Topic 4		
12:00 - 1:00 PM	Lunch		
1:00 - 2:30 PM	Topic 5		
2:30 - 2:45 PM	Short Break		
2:45 - 5:00 PM	Continuation of Topic 5		
6:30 - 9:00 PM	Dinner		

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	





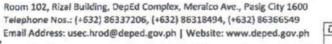




Day 4

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	





Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Rev Page	4 of 6

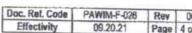


Annex B. List of Participants

Field Office	Number of	
CAR	Representative	
20025	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	



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600



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]







Doc. Ref. Code	PAWIM F-026	Rev	00
Effectivity	09.20.21	Page	5 of 5