




DEPARTMENT OF EDUCATION  
OFFICE OF THE UNDERSECRETARY  
FOR REGIONAL OPERATIONS

**URGENT**

MEMORANDUM

TO: ALL Regional Directors  
ALL Schools Division Superintendents

FROM:   
Rizalino D. Rivera  
Undersecretary

SUBJECT: URGENT: Initial Data Gathering for the Crafting of Human  
Resource Development Programs

DATE: January 8, 2014

In view of the programming of support to the Human Resource of the Department, initial information is being requested as follows:

Number of personnel who are:	Age Range				Total
	60 - 64.9	55 - 59.9	50 - 54.9	49.9 below	
a. In very good health condition					
b. With health concerns, however, remained to be productive in work (i.e. health concerns never affected work productivity)					
c. With health issues that reduces their work productivity					
d. With debilitating illness that gravely affects work productivity					

Received: Joseph  
1/10/14  
4571



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*Additional Information per item:*

**For Item B:**

What are the various "health concerns" of personnel which do not inhibit work productivity?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*(Please add pages if necessary)*

**For Item C:**

What are the various "health issues" of personnel which, more often than not, reduces work productivity?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*(Please add pages if necessary)*



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**For Item D:**

What are the debilitating illnesses which gravely affects work productivity of personnel?	Name of Personnel	Age (to date)	Current Position

*(Please add pages if necessary)*

Further, it is requested that information from the field are to be **submitted by Regions in MS Excel format**. Hence, the various Schools Division Offices are to submit first the information to their respective Regions, and consequently, for the Region to consolidate and submit via email to [rizalino.rivera@deped.gov.ph](mailto:rizalino.rivera@deped.gov.ph) on or before **14 January 2014**. *This office shall not receive any direct submissions from Division Offices.*

For your immediate action and compliance.

RegOps/Kho