



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



May 28, 2021

REGIONAL MEMORANDUM

**MID-YEAR HUMAN RESOURCE MANAGEMENT AND ADMINISTRATIVE OFFICERS
(HRMOs/AOs -ADMIN GROUP) ASSEMBLY**

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

1. The Regional Office through the Administrative Division shall conduct a one (1) day Mid-Year Human Resource Management and Administrative Officers (HRMOs/AOs – Admin Group) Assembly to be held via simultaneous virtual (google meet) and face to face on June 4, 2021 (Friday).
2. The activity aims to:
 - keep updated on personnel and other human resource actions;
 - align processes with regard to personnel transactions and payroll services; and
 - resolve issues and concerns in personnel and human resource actions.
3. The participants to the said activity are the Administrative Officers V (Admin group), Administrative Officer IV (HRMO II), Administrative Officer II (HRMO I).
4. All participants are requested to register at <http://bit.ly/ADMIN-Assembly> until June 3, 2021 of 12:00 noon, and the link shall be emailed to the participants in the afternoon of the same day.
5. Immediate dissemination of and compliance to this Memorandum is desired. ▸


FRANCIS CESAR B. BRINGAS
Regional Director



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