REGIONAL MEMORANDUM

YEAR-END 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 Year-End Human Resource Management and Administrative Officers (HRMOs/AOs – Admin Group) Assembly to be held via simultaneous virtual (google meet) and face to face on November 4, 2021 (Thursday).

2. The activity aims to:
   - familiarize 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 [https://bit.ly/Year-End_ADMIN-ASSEMBLY](https://bit.ly/Year-End_ADMIN-ASSEMBLY) until November 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

“EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT”

Trunkline: 02-8682-5773/8684-4914/8647-7487 loc. 483/487
Website: depedcalabarzon.ph
Document Inquiry : https://r4a-teadoc.com/inquire
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<td>Herrera/Aos - Admin Group (Assembly)</td>
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