



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



October 14, 2021

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 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

10-14

ps.mfl
10/14/21



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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

**PROGRAM OF ACTIVITIES
November 4, 2021**

TIME	ACTIVITIES	PERSON INVOLVED
9:00-9:32	Introduction of the Activity	Marivic F. Labay - Moderator
9:33-9:36	The Philippine National Anthem	AVP
9:37-9:38	Prayer	AVP
9:39-9:41	CALABARZON March	AVP
9:42-9:47	Checking of Attendance	Maria Rojane C. Miranda
9:48-10:30	Opening Remarks	RD Francis Cesar B. Bringas
10:31-10:45	Inspirational Message	
10:46-11:00	Statement of Purpose	Ann Geraldyn T. Pelias
11:01-11:30	Updates on Personnel and other Human Resource Action a. PAL/Reclass	Angelina R. Mendiola
11:31-12:00	b. Filled and Unfilled positions	Ann Geraldyn T. Pelias
12:01-1:00	Lunch Break	
1:01-1:20	c. Travel Abroad (Exchange Visitor Program)	Marivic F. Labay
1:21-1:50	b. Terminal Leave/ERF	Nirifa A. Bermendi
1:51-2:20	c. Status of P88 2020	Maria Rojane C. Miranda
2:21-2:25	Health Break	
2:26-3:00	Open Forum	Geleen Grace DG. Mateo - Moderator All concerned Admin officials and personnel
3:01-3:50	Other Issues and Concerns	
3:51-4:00	Closing Remarks	OIC-ARD Cherylou D. Repia