



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



28 January 2022

Regional Memorandum

**FIRST QUARTER CONFERENCE FOR ADMINISTRATIVE OFFICERS V AND IV
(HRMOs) – ADMINISTRATIVE GROUP**

To **Schools Division Superintendents
School Heads
All Others Concerned**

1. The Department of Education Region IV-A CALABARZON through the Administrative Division shall conduct a one (1) day First Quarter Conference for Administrative Officers V and IV (HRMOs) – Administrative Group to be held via simultaneous virtual (google meet) and face-to-face on 10 February 2022.
2. The activity aims to:
 - a. Discuss IPCRF to track accomplishments against objective to determine appropriate corrections if needed.
 - b. Resolve issues and concerns in personnel and human resource actions
3. All participants are requested to register at: <https://bit.ly/FirstQuarter-Admin> on or before 09 February 2022, at 12:00 p.m. The link for this activity shall be emailed to the registered participants in the afternoon of the same day.
4. Expenses relative to the conduct of this activity shall be charged against regional funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance to this Memorandum is desired.

FRANCIS CESAR B. BRINGAS
Regional Director

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"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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FIRST QUARTER CONFERENCE FOR ADMINISTRATIVE OFFICERS V AND IV
(HRMOS) – ADMINISTRATIVE GROUP

PROGRAM OF ACTIVITIES
February 10, 2022

TIME	ACTIVITIES	PERSON INVOLVED
9:00-9:32 AM	Introduction of the Activity	Angelina R. Mendiola
9:33-9:36	The Philippine National Anthem	AVP
9:37-9:38	Prayer	AVP
9:39-9:42	CALABARZON March	AVP
9:43-9:48	Checking of Attendance	Maria Susana B. Oliveros
9:49-10:25	Opening and Inspirational Message	ARD Cherrylou D. Repia
10:26-10:45	Statement of Purpose	Ann Geraldyn T. Pelias
10:46-11:30	Updates on Personnel and Other Human Resource Actions	Angelina R. Mendiola
	a. PAL/Reclass	
	b. PSIPOP Updating	
11:31-12:00	c. Filled and Unfilled positions	Ann Geraldyn T. Pelias
12:00-1:00 PM	Lunch Break	
1:01-1:20	d. Retirement	Marivic F. Labay
	e. Travel Abroad	
1:21-1:50	f. Equivalent's Record Form (ERF) of Teachers	Nimfa A. Bermendi
1:51-2:20	g. Terminal Leave	Maria Rojane C. Miranda
	h. Status of PBB	
2:21-2:50	i. Updates on Personnel-In-Charge of SDOs for personnel and other human resource actions, and for payroll services	Maria Susana B. Oliveros
2:51-3:00	Health Break	
3:01-3:30	Open Forum	All Personnel In-Charge/Discussants
3:31-4:00	Other Issues and Concerns	
4:01-4:10	Closing Remarks	RD Francis Cesar B. Bringas