

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



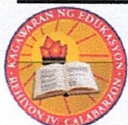
28 June 2022

Regional Memorandum

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

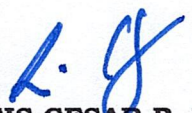
To **Schools Division Superintendents**
All Others Concerned

1. The Regional Office through the Administrative Division shall conduct a two (2) day Mid-Year Human Resource Management and Administrative Officers (HRMOs/AOs – Admin. Group) Assembly to be held on July 25 to 26, 2022 at NEAP Malvar, Batangas.
2. The activity aims to:
 - a. align personnel and other human resource processes per DepEd Order No. 9, s. 2021, “Institutionalization of Quality Management System (QMS) in the Department of Education”;
 - b. declare the list of processes per Schools Division Office;
 - c. select at least three (3) declared process of personnel & other human resource actions, and design a Quality Control Plan (per cluster division) for presentation; and
 - d. resolve issues and concerns in personnel and other human resource actions.
3. **The participants to the said activity are the Division Administrative Officers V (Admin. Group) and Administrative Officers IV (HRMO II) only.** Participants are advised to bring laptops, extension cords, and their approved travel authority. Moreover, you may bring an extra face masks, alcohol, and vaccination cards, in compliance with the health and safety protocols.
4. Board and lodging, and other expenses relative to the conduct of the said activity shall be charged against Regional Office funds, while transportation and other incidental expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.






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5. Participants as stated in paragraph 3 are requested to register at <https://bit.ly/MYHRMAO> until 12:00 noon of July 18, 2022.
6. Attached is the indicative program of activities for reference.
7. Immediate dissemination of and compliance to this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

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 	<p align="center">Department of Education Region IV - A CALABARZON</p> <p align="center">Human Resource Development Division</p> <p align="center">Training/Activity Proposal Template (Non-Recognized Program of NEAP)</p>	 DEPED-4A-GF062045-21
		Effectivity Date: April 28, 2021
		Revision No.: 1
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Enclosure 1




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

INDICATIVE PROGRAM OF ACTIVITIES
July 25 to 26, 2021

July 25, 2022 (Monday)

TIME	ACTIVITIES	PERSON INVOLVED
9:00-9:32 AM	Introduction of the Activity	Moderator
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	Nimfa A. Bermendi
9:49-10:25	Opening and Inspirational Message	ARD Cherrylou D. Repia
10:26-10:45	Statement of Purpose	Ann Geralyn T. Pelias
10:46-12:00	Introduction to Operations Manual of Personnel Section a. List of Declared Processes b. QCP of Recruitment, Selection and Placement (RSP)	Maria Susana B. Oliveros Maria Rojane C. Miranda
12:01-1:00 PM	Lunch Break	
1:01-2:30	<i>For AO IV (HRMO II):</i> Presentation of QCP – SDO Biñan City	Tito G. Pascual, AO IV (HRMO II)
	<i>For AO V:</i> Alignment of IPCRF	Ann Geralyn T. Pelias Angelina R. Mendiola
2:31-5:00	Workshop (List of declared processes per SDO, and QCPs for presentation per cluster division)	Concerned AOV and AOIV

DATA PRIVACY NOTICE: Data and information in this form are intended exclusively for the purpose of this activity. This will be kept by the process owner for the purpose of verifying and authenticating identity of the participants. Serving other purposes not intended by the process owner is a violation of Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.

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July 26, 2022 (Tuesday)

TIME	ACTIVITIES	PERSON INVOLVED
8:00-8:10 AM	Prayer	AVP
8:11-12:00	Presentation of declared processes, and 3 QCPs per cluster division Cavite Cluster Laguna Cluster Batangas Cluster Rizal Cluster Quezon Cluster	Concerned AOV and AOIV
12:01-1:00 PM	Lunch Break	
1:01-2:50	<i>For AO IV (HRMO II):</i> Personnel and other human resource actions	Maria Susana B. Oliveros Maria Rojane C. Miranda Nimfa A. Bermendi
	<i>For AO V:</i> Administrative concerns	Ann Geralyn T. Pelias Angelina R. Mendiola
2:51-3:00	Health Break	
3:01-4:00	Open Forum/Other Issues and Concerns	Moderator / Selected Staff/Personnel of the Administrative Division
4:01-4:15	Closing Remarks	RD Francis Cesar B. Bringas
4:16-5:00	Closing Ceremony	

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