

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



16 October 2023

Regional Memorandum
No.629 s.2023

**CONDUCT OF HUMAN RESOURCE SKILLS ENHANCEMENT
PROGRAM FOR SPECIALISTS (HR-SEPS)**

To **Schools Division Superintendents**

1. Relative to Republic Act 9155, in which one of the provisions focuses on the professional development of Regional Office (RO) and Schools Division Office (SDO) personnel, the Human Resource Development Division (HRDD), as mandated, will conduct human resource development skills enhancement for HRDS specialists of SDOs on December 5 - 8, 2023 at a venue to be released in a separate issuance.
2. The training aims to primarily address the competency gaps identified in the survey results through in-depth and comprehensive discussion on the following topics:
 - a. Systems thinking in relation to HR Systems;
 - b. Designing programs, projects, and activities;
 - c. Technology-based tools to facilitate gathering data;
 - d. Communication Skills through Facilitation;
 - e. Innovation
3. The participants in this activity are the Human Resource Development Section Senior Education Program Specialists and Education Program Specialists II. Please confirm attendance by registering through this link: https://bit.ly/HR_SEPS. All participants are requested to bring non-teaching/teaching-related results of the needs assessment, a laptop, and an extension wire.
4. December 8, 2023, falls on a holiday, hence the participants are entitled to compensatory time off (CTO) as stated in the DBM and CSC Joint Circular No. 2 s.2004, which is a "Non-monetary Remuneration for overtime services rendered.





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Certificate No. PHP QMS
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5. The board and lodging of the participants will be charged against RO MOOE and OPDNT funds while travel expenses shall be charged from SDO local funds, subject to the usual COA accounting and auditing rules and regulations. The first meal is breakfast on day 1 and the last meal is PM snacks on day 4.
6. For further details please contact Jisela N. Ulpina or Jonalyn Pattalitan at 09275920031 or email at hrd.calabarzon@deped.gov.ph.
7. Immediate dissemination of this Memorandum is highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

cc: 06/ROH2/ROH1