



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



Personnel-RM-2024-639

11 September 2024

Regional Memorandum

No. 639 s. 2024

**ORIENTATION-WORKSHOP ON THE ON-LINE UPDATING
OF THE GMIS-PSIPOP, AND OTHER HUMAN
RESOURCE ACTIONS**

To **Schools Division Superintendents
Division Administrative Officer IV (HRMO II)
Division Administrative Officer V**

- The Regional Office through the Administrative Services Division-Personnel Section shall conduct an Orientation-Workshop on the On-line Updating of the GMIS-PSIPOP, and other Human Resource Actions on October 16-18, 2024, at a venue to be announced on a separate issuance.
- The orientation-workshop aims to:
 - provide the AO IV (HRMO II) with the necessary skills to proficiently handle online updates using the GMIS-PSIPOP system, ensuring accuracy, efficiency, and adherence to best practices;
 - reconcile the number of filled and unfilled positions per GMIS-PSIPOP; and
 - resolve issues/concerns relative to the filling-up of unfilled positions, processing of Equivalent Record Form (ERF), and Plantilla Allocation List (PAL) for reclassification, terminal leave, and other human resource actions.
- Expected participants in this orientation-workshop are as follows:

Position/Designation	No. of Pax per SDO
Division Administrative Officer V (Admin. Group)	1
Division Administrative Officer IV (HRMO II)	1
Total Number of Participants per SDO	2
- Participants as stated in paragraph no. 3 are requested to register at <https://bit.ly/Regs-OnlineGMIS-PSIPOP> until **12:00 noon of October 11, 2024 (Friday)**. It is also requested to bring laptop and extension cord necessary for the workshop.
- Attached is the indicative program of activities for reference.
- Immediate dissemination of and compliance to this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

08C/ROA/P5



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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INDICATIVE PROGRAM OF ACTIVITIES

TIME	AGENDA	PERSON-IN-CHARGE
DAY 1		
08:00AM – 08:30AM	Registration / Setting In	Geleen Grace M. Bueno Marivic F. Labay
08:31AM – 08:50AM	Opening Program	AVP
08:50AM – 09:00AM	Checking of Attendance	Angelina R. Mendiola
09:01AM – 9:30AM	Opening Statement	Atty. Alberto T. Escobarte, CESO II
09:31AM – 09:35AM	Statement of Purpose	Ann GERALYN T. PELIAS
09:36AM – 12:00NN	Re-Orientation of AO V/IV on the On-line updating of the GMIS-PSIPOP	DBM Officials
12:01PM – 1:00PM	LUNCH BREAK	
1:01PM-3:00PM	Cont. Re-Orientation of AO IV (HRMO II) on the On-line updating of the GMIS-PSIPOP	DBM Officials
3:01PM – 05:00PM	Open Forum	DBM Officials
DAY 2		
08:00AM – 08:30AM	Management of Learning (MOL)	Geleen Grace M. Bueno Marivic F. Labay
08:31AM – 10:00AM	Salient Points in updating the GMIS-PSIPOP	Angelina R. Mendiola
10:01AM – 10:15AM	HEALTH BREAK	
10:16AM – 12:00NN	Status Update on Unfilled Position per SDO per PSIPOP	All SDOs Ann GERALYN T. PELIAS Maria Susana B. Oliveros Maria ROJANE C. MIRANDA
12:01PM – 1:00PM	LUNCH BREAK	
1:01PM – 3:00PM	Cont. Status Update on Unfilled Position per SDO per PSIPOP	All SDOs Ann GERALYN T. PELIAS Maria Susana B. Oliveros Maria ROJANE C. MIRANDA
3:01PM -5:00PM	Open Forum/Discussion of other human resource actions	Ann GERALYN T. PELIAS Angelina R. Mendiola Personnel Section
DAY 3		
08:00AM – 08:30AM	Management of Learning (MOL)	Geleen Grace M. Bueno Marivic F. Labay
08:31AM – 10:00AM	Workshop on the online updating of the PSIPOP	AOs IV (HRMOs II)/AOs V
10:01AM – 10:15AM	HEALTH BREAK	
10:16AM – 12:00NN	Cont. Workshop on the online updating of the PSIPOP	AOs IV (HRMOs II)/AOs V
12:01PM – 1:00PM	LUNCH BREAK	
1:01PM – 3:30PM	Presentation of outputs	Selected SDOs
3:31 PM – 4:30 PM	Open Forum/Discussion of Issues/Concerns	Ann GERALYN T. PELIAS Angelina R. Mendiola

		Personnel Section
4:31PM – 4:45PM	Distribution of Certificates of Participation	ARD Loida N. Nidea Ann Geralyn T. Pelias
4:46PM – 5:00 PM	Closing Remarks	ARD Loida N. Nidea
HOME SWEET HOME		