



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 24, 2021

OFFICE MEMORANDUM

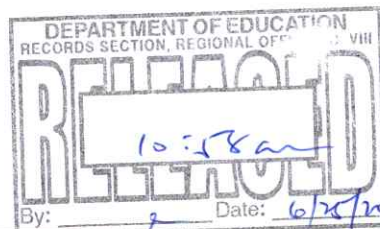
No. **000277**, s. 2021

To: Director III
HRDD Personnel

**WORKSHOP ON THE REVISION OF THE HUMAN RESOURCE DEVELOPMENT DIVISION
(HRDD) OPERATIONS MANUAL**

1. This Office, through the Human Resource Development Division (HRDD) will conduct the Workshop on the Revision of the HRDD Operations Manual (OM) on July 5-7, 2021, 9:00 A.M. at RELC NEAP-R8, DepEd RO VIII Compound, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
 - a. integrate in the HRDD OM the process steps in conducting virtual activities;
 - b. update the HRDD processes to conform with the present situation; and
 - c. acquaint newly hired HRDD personnel to the Office's operation.
3. The participants to this activity are the HRDD personnel including the HRDD Chief, 3 EPS, 1 SEPS, 3 EPS II, 1 Dorm Manager, 1 ADAS III, and 1 ADAS I.
4. The identified participants are advised to observe precautionary measures and protocols such as wearing of facemask, face shield, frequent hand sanitation, and to maintain physical distancing during their attendance to the activity.
5. Meals and venue rental incurred relative to this activity shall be charged against HRDD Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

HRDD-MCAM



[Signature]
MA. GEMMA MERCADO LEDESMA
Regional Director

