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

November 17, 2023

REGIONAL MEMORANDUM

No. **1288** s. 2023

**CAPACITY BUILDING OF HUMAN RESOURCE MANAGEMENT
OFFICERS (HRMOs)**

To: Schools Division Superintendents
Division HRMOs
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2023-1723 dated 03 November 2023 with the subject: **Capacity Building of Human Resource Management Officers (HRMOs)** which will be held on **November 20-24, 2023** at **Crown Regency Residences Cebu, V Rama Avenue Guadalupe, Cebu City**.
2. The participants are the Chief Administrative Officer (CAO) or Supervising Administrative Officer (SAO), Administrative Officer V (HRMO), and Administrative Officer (HRMO) from the Regional Office while Administrative Officer IV (HRMO) from the Schools Division Offices.
3. Expenses for the board and lodging shall be charged against BHROD-PD funds, while travel and other incidental expenses of the participants to local funds, subject to existing budgeting, accounting, and auditing rules and regulations.
4. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

CAPACITY BUILDING
HUMAN RESOURCE MANAGEMENT OFFICERS



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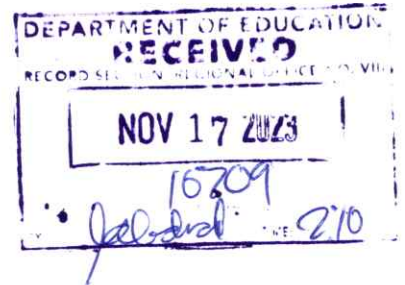
Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>

Page 1 of 1



Republic of the Philippines
Department of Education

BUREAU OF HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



OFFICE OF THE DIRECTOR

ADVISORY

11/17/23
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In view of the conduct of **Capacity Building of Human Resource Management Officers (HRMOs)** (Orientation/Reorientation of Different Human Resource (HR) Policies and Guidelines), please be informed that the activity will be held at **Crown Regency Residences Cebu**, V Rama Avenue Guadalupe, Cebu City on November 20-24, 2023 (inclusive travel time).

For your information and guidance


ATTY. RESTY C. OSIAS, LLM, CESO IV
Director IV

BHROD-[PD] / [Gutierrez]

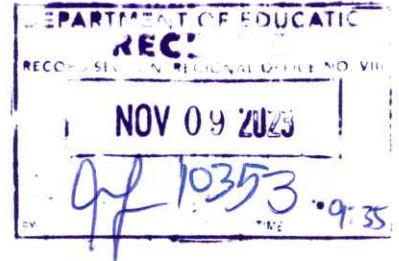
Rm. 409, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-5344 / (02) 8633-7237 Email: bhrod.od@deped.gov.ph



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



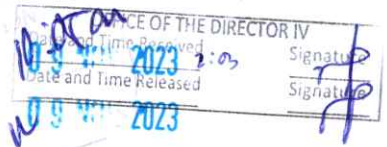
MEMORANDUM
OM-OUHROD-2023-1727

TO : REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM : WILFREDO E. CABRAL
Regional Director, DepEd NCR
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : CAPACITY BUILDING OF HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)

DATE : 03 November 2023



The Bureau of Human Resource and Organizational Development (BHROD) provides the efficient implementation of human resource administration and management services to the Central Office personnel and third level officials and assists Human Resource Management Officers (HRMOs) counterparts in the different governance levels in the delivery of human resource services to all DepEd employees, and significantly contribute to the improvement to employee engagement in support to the achievement of organizational goals.

Given this, the Bureau of Human Resource and Organizational Development through the Personnel Division (BHROD-PD) will conduct orientation/reorientation for HRMOs to ensure that all DepEd HR units are well capacitated and are uniform in the implementation of human resource policies, processes, standards, and updates to provide efficient and effective delivery of HR services to all DepEd employees.

In this regard, may we request for **three (3) representatives** from each region and **one (1) representative** from each School Division Office (SDO), composed of the following, to attend the Capacity Building of HRMOs on **November 20-24, 2023** to be held in **Cebu City** (exact venue: TBA):

1. Chief Administrative Officer (CAO) or Supervising Administrative Officer (SAO) from Administrative Division;
2. Administrative Officer V (HRMO);
3. Administrative Officer (HRMO); and
4. Administrative Officer IV (HRMO) from SDO.

Participants are requested to register at <https://bit.ly/Registration-HRMOs-Capacity-Building> to confirm their attendance on or before **15 November 2023**. The program of activities and list of participants are attached for ready reference.

Handwritten note: 11/9/23



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	09.20.21	Page	1 of 6



Expenses for the board and lodging shall be charged against the funds allocated for this purpose, while travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

All participants must bring their own laptops and we encourage each region to bring their own extension cords. The first meal provision is pm snack, and the last meal will be lunch. Kindly refer to the table below for more details.

Day/Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 0	x	x	x	✓	✓
Day 1	✓	✓	✓	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	✓
Day 4	✓	✓	✓	x	x

For any clarifications, concerns and confirmation of participants, kindly contact Ms. Reina Comabras or Ms. Mitzi Bituin of BHRD-PD through phone number, (02) 8633-9345 or email at reina.comabras@deped.gov.ph or mitzi.bituin@deped.gov.ph.

For information and guidance.

Annex A. Program

Day 0

Time	Activity
12:00 – 3:00 PM	Travel Time
3:00 – 5:00 PM	Arrival and Check-in

Day 1

Time	Activity
6:00 – 8:00 AM	Breakfast and Registration
8:00 – 8:30 AM	Opening Program - National Anthem - Prayer - Opening Remarks
8:30 – 10:00 AM	Target Setting
10:00 – 12:00 NN	Topic 1
12:00 – 1:00 PM	Lunch
1:00 – 2:00 PM	Topic 2
2:00 – 2:15 PM	Short Break
2:15 – 5:00 PM	Topic 3
6:30 – 9:00 PM	Dinner

Day 2

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:00 AM	Topic 4
10:15 – 10:30 AM	Short Break
10:30 – 12:00 NN	Continuation of Topic 4
12:00 – 1:00 PM	Lunch
1:00 – 2:30 PM	Topic 5
2:30 – 2:45 PM	Short Break
2:45 – 5:00 PM	Continuation of Topic 5
6:30 – 9:00 PM	Dinner

Day 3

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:30 AM	Topic 6
10:30 – 10:45 AM	Short Break
10:45 – 12:00 NN	Continuation of Topic 6
12:00 – 1:00 PM	Lunch
1:00 – 3:00 PM	Topic 7
3:00 – 3:15 PM	Short Break
3:15 – 5:00 PM	Continuation of Topic 7
6:30 – 9:00 PM	Dinner

Day 4

Time	Activity
6:00 – 8:00 AM	Breakfast
8:30 – 10:30 AM	Topic 8
10:30 – 10:45 AM	Short Break
10:45 – 12:00 NN	Next Steps/Ways Forward
12:00 – 1:00 PM	Lunch/Check-out
1:00 PM	Departure

Annex B. List of Participants

Field Office	Number of Representative
CAR	3
SDOs	8
Region I	3
SDOs	14
Region II	3
SDOs	9
Region III	3
SDOs	20
Region IV-A	3
SDOs	23
Region IV-B	3
SDOs	7
Region V	3
SDOs	13
NCR	3
SDOs	16
Region VI	3
SDOs	21
Region VII	3
SDOs	20
Region VIII	3
SDOs	13
Region IX	3
SDOs	8
Region X	3
SDOs	14
Region XI	3
SDOs	11
Region XII	3
SDOs	8
CARAGA	3
SDOs	12
TOTAL	265

Central Office	Number of Representative
OUHROD	3
BHROD-OD	3
BHROD-EWD	3
BHROD-HRDD	3
BHROD-OED	3
BHROD-SED	3
BHROD-PD	14

[BHROD-PD/Comabras]



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Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	5 of 5

