



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 928, s. 2017


November 14, 2017

CAPACITY BUILDING WORKSHOP FOR DEPED PERSONNEL OFFICERS


To: **ALELI M. CHIONG**
Administrative Officer IV

VINCENT S. ZAMBRA
Administrative Assistant II

1. Pursuant to the unnumbered memorandum issued on November 13, 2017 by Atty. Alberto T. Escobarte, CESO III, Director IV, DepEd Region XI Office, you are hereby directed to attend the said activity on the Capacity Building Workshop for DepEd Personnel Officers, on December 12-14, 2017(Cluster 2 – Visayas and Mindanao) at DepEd Ecotech Center, Cebu City.
2. Travel and other incidental expenses related to the attendance of the above orientation shall be charged to local funds while board and lodging shall be charged against the FY 2017 HRTD Funds of Central Office, subject to the usual accounting rules and regulations.
3. Please be guided accordingly.

Fot.  11/14/17
WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos

RELEASED
12138
Date: 14 NOV 2017 Time: 11:15
sv: 

Encls: List Enclosures
References: DepEd Order

To be indicated in the Perpetual Index under the following subjects:
SUBJECT: Capacity Building Workshop for DepEd Personnel Officers

guymaraasin: memorandum title
14 November 2017



Republika ng Pilipinas
KAGAWARAN NG EDUKASYON
Rehiyon XI
Lungsod ng Davao
Tanggapang Panrehiyon



Address: F. Torres Street, Davao City (8000)
Telefax No. (082) 225-0816

MEMORANDUM

**TO : Schools Division Superintendents/ OIC-SDS
Asst. Schools Division Superintendents/ OIC-ASDS**

**FROM : ATTY. ALBERTO T. ESCOBARTE, CESO III
Director IV**

SUBJECT : Capacity Building Workshop for DepEd Personnel Officers

DATE : November 13, 2017

This has reference to the unnumbered memorandum dated October 23, 2017 from Usec. Victoria L. Medrana-Catibog, Undersecretary for Finance-Disbursements and Accounting, relative to the **Conduct of Capacity Building Workshop for DepEd Personnel Officers, on December 12-14, 2017** (Cluster 2 - Visayas and Mindanao) at DepEd Ecotech Center, Cebu City.

Anent to this, you are hereby directed to identify two (2) participants from your respective SDO and submit the names to this Office, through Personnel Section, Administrative Division and email the approved e-copy to janice.gamalong@deped.gov.ph on or before **November 15, 2017** using the template below.

Division	Name	Position	Section/Unit
	1.		
	2.		

Travel and other incidental expenses related to the attendance of the above activity shall be charged to local funds while board and lodging shall be charged against the FY 2017 HRTD Funds of Central Office, subject to the usual accounting rules and regulations.

Please be guided accordingly.

Incl: Unnumbered Memorandum dated October 23, 2017
from Usec. Victoria L. Medrana Catibog, Undersecretary

ROA5/PS/jtg

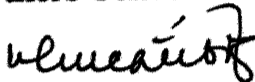





Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PFO-2017-_____

TO: Regional Directors
Schools Division Superintendents
All Others Concerned

FROM: 
VICTORIA L. MEDRANA - CATIBOG
Undersecretary   

SUBJECT: **Conduct of Capacity Building Workshop for DepEd Personnel Officers**

DATE: 23 October 2017

1. The Bureau of Human Resource and Organizational Development (BHROD), through the Personnel Division, endeavors to strengthen harmonious linkages with its counterpart in the field offices and other government agencies as its stakeholders and partners in responding to the needs of all employees of the Department of Education.
2. With the primary purpose of gathering all Personnel Officers in the Field Offices of the Department in one venue to identify personnel policies and processes that needs to be clarified, gather feedback for future policy amendments and development, as well as standardize procedures in implementing DepEd-BHROD policies for personnel management and administration, and identify areas for improvement in the delivery of personnel functions in field offices, a Capacity Building Workshop for DepEd Personnel Officers will be conducted on the following dates:

Regions and Cluster	Dates and Venue
Cluster 1 (Luzon Cluster) Regions I, II, III, IVA, IVB, CAR, and NCR	November 28-30, 2017 (exclusive of travel time) within Baguio City
Cluster 2 (Vis-Min Cluster) Regions VI, VII, VIII, IX, X, XI, XII, and XIII	December 12-14, 2017 (exclusive of travel time) DepEd Ecotech Center, Cebu City

[PD/Abby]

DepEd Complex, Meralco Ave., Pasig City 1600

633-7206/636-6549

631-8494

 www.deped.gov.ph

11-15

3. In view of the foregoing, all regions and schools divisions are directed to send their respective Personnel Officers to attend the aforementioned activity. For the **Regional Offices**, their respective Chief Administrative Officers together with two (2) participants from the Personnel Section are enjoined to attend while the **Schools Division Offices** may send two (2) participants from their Personnel Unit. Regions are requested to send a consolidated list of names of the RO and SDO participants **on or before November 17, 2017, Friday**.
4. The aforementioned activity will last for a total of three (3) days, exclusive of travel time. Identified participants are expected to be at the venue on Day 0 at 3:00 pm. The first meal will be dinner on Day 0 and the last meal will be lunch on Day 4.
5. Travelling expenses of region/schools division participants shall be charged against local funds; while the board and lodging of all participants and CO staff, travelling expenses of CO personnel, supplies and materials, contingency and other incidental expenses shall be charged against HRTD Funds, subject to the usual accounting and auditing rules and regulations.
6. Attached as **Annex 1** is the **Program of Activities** for ready reference.
7. For clarifications and confirmation of attendance, please contact Ms. Abby Bacong at telephone number (02) 633-6682 or through her email address april.bacong@deped.gov.ph.
8. Strict and immediate compliance to this memorandum is desired.



Republic of the Philippines
Department of Education

Tanggapang Pangalawang Kalihim
 Office of the Undersecretary

Annex 1

PROGRAM OF ACTIVITIES

DAY 0 Check-in (3:00 PM)
 First Meal: Dinner

DAY 1

8:00 – 8:30 AM	Registration
8:31 – 9:00 AM	Opening Program (National Anthem / Prayer) Welcome Remarks – Usec. Victoria L.M. Catibog
9:01 – 9:30 AM	Leveling of Expectations Orientation Objectives
9:31 – 10:30 AM	The BHROD and Personnel Division (Mandate, Structure, and Strategic Functions)
10:31 – 11:30 AM	Updates on CSC Issuances Pertaining to Personnel Administration
11:31 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 PM	Lunch Break
1:01 – 2:30 PM	A Primer on the Data Privacy Act of 2012 by the National Privacy Commission
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:30 PM	Updates on DBM Issuances Pertaining to Personnel Administration
4:31 – 5:00 PM	Open Forum / Q & A

DAY 2

8:30 – 9:00 AM	Registration
9:05 – 9:35 AM	Management of Learning (DPA Primer, CSC & DBM Updates)
9:36 – 11:00 AM	Updates on GSIS Issuances Pertaining to Personnel Administration
11:01 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 AM	Lunch Break
1:01 – 2:30 PM	Discussion on Personnel Records
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:30 PM	Discussion on Employee Relations
4:31 – 5:00 PM	Open Forum / Q & A

DAY 3

8:30 – 9:00 AM	Registration
9:05 – 9:35 AM	Management of Learning (GSIS Updates, Personnel Records & Employee Relations)
9:36 – 11:00 AM	Discussion on Recruitment, Selection, Placement and Induction
11:01 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 AM	Lunch Break
1:01 – 2:30 PM	Discussion on Compensation and Benefits
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:00 PM	Presentation of Recommendations
4:31 – 5:00 PM	Integration and Closing

DAY 4 Check-out (12:00 NN)
 Last Meal: Lunch

[PD/Abby]

DepEd Complex, Meralco Ave., Pasig City 1600

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