



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



OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

August 24, 2020

DIVISION MEMORANDUM
No. 391, s. 2020

**ASSISTANCE OF HUMAN RESOURCE MANAGEMENT OFFICERS (HRMO) TO
DEPED OFFICIALS AND PERSONNEL**

To: **Assistant Schools Division Superintendent**
Human Resource Management Officer
Accountant III
Project Development Officer II, DRRM Coordinator
All Other Concerned

1. Enclosed is a machine photocopy of the Memorandum DM-PHROD-2020-00265 Re: Assistance of Human Resource Management Officers to DepEd Officials and Personnel.
2. The HRMO, this Division is hereby directed to exercise with observance of the social distancing measures and minimum public health standards imposed by the national and local government. Please refer to the attached Memorandum for your guidance and reference.
3. For dissemination, information and compliance.

CRISTY C. EPE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
20-61274
DATE: 26 AUG 2020 TIME: 10:29
BY:



Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

MEMORANDUM
DM-PHRD-2020-00265

To : Regional Directors
Schools Division Superintendents
Human Resource Management Officers
All Others Concerned

From : 
JESUS L.R. MATEO
Undersecretary

Subject: Assistance of Human Resource Management Officers (HRMOs) to
DepEd Officials and Personnel

Date : 17 August 2020

In consideration of the health risks and hazards encountered by our personnel due to the Coronavirus Disease 2019 (COVID-19) pandemic, the Department recognizes the immediate need to assist them through the provision of efficient human resource (HR) services.

In this regard, all Human Resource Management Officers (HRMOs) of the Department are hereby directed to exercise the following, with strict observance of the social distancing measures and minimum public health standards imposed by the national and respective local governments:

- a. Render prompt assistance to personnel who need to process their respective claims with PhilHealth, Government Service Insurance System (GSIS), Pag-IBIG and other transactions related thereto;
- b. Coordinate with the concerned agencies and functional divisions/ units to provide in advance the documentary requirements for the processing of claims: (i.e. PhilHealth Requirements: (1) Member Data Record (MDR), (2) Certification of monthly contributions from Accounting Section/Unit, and (3) PhilHealth Claim Signature Form to be prepared by HRMOs)
- c. Adopt referral mechanisms to fast-track processes that will enable our personnel to undergo COVID-19 testing, isolation, and hospitalization for those who might get afflicted with the virus;
- d. Together with the respective DRKM teams, coordinate with the accredited facilities near the office/school/barangay for faster response in case management. Please refer to these links or check updated links on the list of accredited facilities from DOH and PhilHealth:
 - I. List of Accredited Testing Laboratories: <https://bit.ly/20lw1Q1>
 - II. List of Accredited Community Isolation Units: <https://bit.ly/philhealthcovid1906302020>
- e. Actively participate in programs and activities aimed at increasing employee awareness on the prevention and management of the widespread of COVID-19.

Please be guided accordingly.

BHRD-PHD/Region

DM-PHRD-2020-00265

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