

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

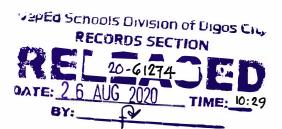
DIVISION MEMORANDUM No.391, s. 2020

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





Department of Education Republic of the Philippines

Tanggapan ng Pangalawang Kalihim Office of the Undersecretary

MEMORANDUM DM-PHROD-2020-00265

pine. Regional Directors

Schools Division Superintendents

Human Resource Management Officers

All Others Concerned

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Subject Assistance of Human Resource Management Officers (HRMOs) to

Dept A Officials and Personnel

17 August 2020

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

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

- related thereto, PhilHealth, Government Service Insurance System (CSIS), Pag-IBIG and other transactions Render prompt assistance to personnel who need to process their respective claims with
- And a the documentary requirements for the processing of claims: (i.e. PhilHealth Requirements: (1) Section/Unit, and (3) Phill lealth Claim Signature Form to be prepared by HRMOs) Member Data Record (MDR), (2) Certification of monthly contributions from Accounting Coordinate with the concerned agencies and functional divisions/units to provide in advance
- 500 COVID-19 testing, isolation, and hospitalization for those who might get afflicted with the Adopt referral mechanisms to fast-track processes that will enable our personnel to undergo
- Ç. check updated links on the list of accredited facilities from DOH and PhilHealth: office/school/barangay for faster response in case management. Please refer to these links or Together with the respective DRRM teams, coordinate with the accredited facilities near the
- ist of Accredited Testing Laboratories. https://bit.ly/201w1.01
- List of Accredited Community Isolation Units: https://bit.ly/philhealthcovidCIU06302020
- 10 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





