



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2025- 029

To : HUMAN RESOURCE MANAGEMENT SECTION
ELEMENTARY AND SECONDARY SCHOOL HEADS
CONCERNED PERSONNEL IN SCHOOLS PERFORMING
HUMAN RESOURCE MANAGEMENT FUNCTIONS

Subject : Attendance to the PCHRMP General Membership Meeting

Date : 27 March 2025

This has reference to the letter dated March 11, 2025 of Mary Catherine A. Llanos-Cobias, DM-HRM, President of the Provincial Council of Human Resource Management Practitioner (PHRMP) of Davao del Sur and Davao Occidental, noted by Richard T. Ortiz, Director II of the Civil Service Commission, Davao del Sur/Occidental Field Offices, requesting for the *“presence of the HRMO and those performing human resource management functions”* in schools *“to attend the GENERAL MEMBERSHIP MEETING on April 4, 2025 (Friday) from 9:00 am to 4:00 pm at Mega’s World, Aurora Extension, Digos City.”*

In view of the foregoing, you are hereby enjoined to attend the said PCHRMP General Assembly. A registration fee of One Thousand Two Hundred Pesos (P.1,200.00) will be collected each participant which shall be chargeable to the School MOOE including traveling expenses, subject to the usual accounting and auditing rules and regulations

For immediate dissemination and proper guidance.

Digitally signed by Melanie P.
Estacio
Date: 2025.03.28 09:58:58 +08'00'

MELANIE P. ESTACIO, Ph.D. CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: MAR 28 2025 TIME: 10:21 a
BY:





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

March 21, 2025

MS. MARY CATHERINE A. LLANOS-COBIAS, DM-HRM
President
Provincial Council of Human Resource Management Practitioners
Davao del Sur Provincial Office

Dear **Ms. Llanos-Cobias** :

This pertains to your letter dated March 11, 2025 inviting Ms. Raquel L. Cedeño, School Principal II of Dawis National High School, Dawis, Digos City to attend the GENERAL MEMBERSHIP MEETING of the Provincial Council of Human Resource Management Practitioners on April 4, 2025 (Friday) at 9:00 am - 4:00 pm at Mega's World, Aurora Extension,, Digos City, Davao del Sur with a registration fee of ONE THOUSAND TWO HUNDRED PESOS ONLY (Php 1,200.00), to help defray expenses.

The Office of the Schools Division Superintendent has no objection to the invitation provided that travel expenses shall be shouldered by the Council.

Thank you for writing us.

Very truly yours,

Digitally signed by Melanie P.
Estacio
Date: 2025.03.24 14:33:09 +08'00'

MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent

Copy Furnished:

MARY CATHERINE A. LLANOS-COBIAS, DM-HRM
President
Provincial Council of Human Management Practitioners
Davao del Sur Provincial Office

RAQUEL L. CEDEÑO
Principal II
Dawis National High School
Dawis, Digos City





Republic of the Philippines
PROVINCIAL COUNCIL OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS
(P C H R M P)



Davao del Sur and Davao Occidental
 Civil Service Commission – Davao del Sur Provincial Office, Digos City

March 11, 2025

MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent SDO Digos City
 Roxas cor Lopez-Jaena Streets, Digos City

RECORDS SECTION 03280
 RECEIVED 70800
 19 MAR 2025 9:50

Dear Dr. Estacio,

The Provincial Council of Human Resource Management Practitioners (PCHRMP) of Davao del Sur and Davao Occidental is a SEC-registered organization of human resource management practitioners in the local and national governments offices, including government owned and controlled corporations, and state university in both provinces of Davao del Sur and Davao Occidental.

The Council collaborates with the Civil Service Commission (CSC) Davao del Sur and Davao Occidental Field Office through its Field Director, Mr. Richard T. Ortiz. The Council serves as clearing house for information on human resource methods and techniques and help safeguard the merit and fitness principle in the government service through the development of a corps of well-informed, forward-looking human resource practitioners.

Hereunder is the New Set of Officers for the term January 01, 2025 to December 31, 2026:

Name	Position	Agency
President	Mary Catherine A. Llanos-Cobias	Digos Water District
Vice-President	Ruden B. Gomez	DepEd, Davao del Sur
Secretary	Ma. Kristina O. Camasura	LGU Magsaysay
Assistant Secretary	Melvie Castardo	DepEd, Davao del Sur
Treasurer	Marilou Borra	PLGU Davao Occidental
Assistant Treasurer	Leonor A. Manulat	PLGU Davao del Sur
Auditor	Clara A. Acebes	Davao del Sur State College
Business Manager	Genaro Dumayas Jr.	PLGU Davao del Sur
PIO		
For LGU	Aubrey Venus Almacin	LGU Bansalan
For NGA	Geraldine Balili	DepEd Davao del Sur
For GOCC/SUCC	Sandie O. Aradani	SPAMAST

Board of Directors

Agnes Cepeda - LGU Hagonoy Lani G. Remolino - DepEd Davao Occidental
 Raquel L. Cedeño - DepEd Digos City Rez Christopher Cabardo - LGU Digos City

Anent hereto, may we respectfully request for the presence of the HRMO and those performing human resource management functions, to attend the GENERAL MEMBERSHIP MEETING on April 4, 2025 (Friday), 9:00 am to 4:00 pm at Mega's World, Aurora Extension, Digos City. A registration fee of ONE THOUSAND TWO HUNDRED PESOS (P1,200.00) will be collected to help defray expenses.

The following matters will be taken up:

- a) CSC Updates with CSC Director Richard T. Ortiz
- b) President's Report
- c) Treasurer's Report
- d) Renewal of Insurance
- e) Other Matters

May this request merit your kind approval.

Thank you and warm regards.

Respectfully,

MARY CATHERINE A. LLANOS-COBIAS, DM-HRM
 President

Noted by:

RICHARD T. ORTIZ
 Director II
 CSC Provincial Office – Davao del Sur/Davao Occidental