



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- 209

To : SCHOOL HEADS OR AO II, ADAS II, ADA III
ADMINISTRATIVE OFFICER V
ADMINISTRATIVE OFFICER IV

Subject : Provincial Council of Human Resource Management Practitioner of
Davao del Sur and Davao Occidental

Date : 29 July 2025

1. This has reference to the letter dated June 26, 2025 signed by Mary Catherine A. Llanos-Cobias, DM-HRM, President of the Provincial Council of Human Resource Management Practitioner of Davao de Sur and Davao Occidental, noted by Dir. Richard T. Ortiz, Director II of the CSC Provincial Office requesting the presence of the HR Practitioner of the Schools and Schools Division Office.
2. In view thereof, you are hereby directed to join the said general assembly on **August 1, 2025** at **Mega's World, Aurora Extension, Digos City**. A registration fee of One Thousand Three Hundred Pesos (Php. 1,300.00) shall be collected chargeable to local funds/school MOOE.
3. Travel expenses shall be charged against local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
4. For immediate dissemination and compliance.

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

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
25-70737
DATE: JUL 31 2025 TIME: 11:06 am
BY: *[Signature]*





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



June 26, 2025

MELANIE P. ESTACIO, Ph.D., CESO VI
Schools Division Superintendent
Department of Education Digos City Division
Roxas corner Lopez Jaena Streets, Zone II, Digos City

Dear Dr. Estacio,

The **Provincial Council of Human Resource Management Practitioners of Davao del Sur and Davao Occidental** is a SEC-registered organization of human resource management practitioners in the local and national government offices, including government-owned and controlled corporations, state universities and colleges, and local water districts 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 a 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 and forward-looking human resource management practitioners.

Anent thereto, may we respectfully request for the presence of your HRMO, HR-Designate, Schools District Supervisor, Principal, Administrative Officer, Administrative Assistant/Aide and other employee/staff doing human resource management functions, to attend the 2nd GENERAL MEMBERSHIP MEETING on August 01, 2025, 8:00 am to 4:00 pm at Mega's World, Aurora Extension Street, Digos City. A registration fee of ONE THOUSAND THREE HUNDRED (P1,300.00) will be collected to defray expenses. Said registration fee may be charged to school local funds and other source of funds.

The following matters will be taken up:

- a) CSC Updates with Provincial Director Richard T. Ortiz
- b) President's Report
- c) Treasurer's Report
- d) 125th Philippine Civil Service Anniversary Celebration
- e) Creation of Committees for the Attendance to the 9th CHRMP Regional Conference
- f) 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