



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

OSDS-2025- 757

To : FRANCIS JUDE D. ALCOMENDRAS, ADMINISTRATIVE OFFICER V  
GUY R. MARA-ASIN, ADMINISTRATIVE OFFICER II  
REGIE V. CLEMENTE, ADMINISTRATIVE OFFICER II  
BEA P. PELLETERO, ADMINISTRATIVE ASSISTANT III

Subject : ATTENDANCE TO THE PROVINCIAL COUNCIL OF HUMAN  
RESOURCE MANAGEMENT PRACTITIONER (IPCHRM) 3N1 YEAR-  
END CONVERGENCE AT WATERFRONT INSULAR HOTEL,  
LANANG, DAVAO CITY ON DECEMBER 4-5, 2025

Date : November 24, 2025

1. This has reference to the letter dated November 4, 2025 signed by Mary Catherine A. Llanos-Cobias, President of the Provincial Council of the Human Resource Management Practitioners of Davao del Sur and Davao Occidental. You are hereby enjoined to attend the PCHRM 3N1 Year-End Convergence on December 4-5, 2025 at Waterfront Insular Hotel, Lanang, Davao City.
2. Participants shall access and complete the confirmation on the registration link: <https://tinyurl.com?PCHRM3n1REAENDCONVERGENCE> on or before November 20, 2025. A registration fee of Five Thousand Pesos (Php. 5,000.00) shall be collected per participant.
3. Travel, incidental expenses and resignation fee shall be charged against local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is desired.

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

Schools Division of Digos City  
RECORDS SECTION

**RELEASED**

DATE: NOV 25 2025 TIME: 8:21 AM  
BY: [Signature]

Enclosure: As stated.

  
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-2025-744**

**To :** PUBLIC SCHOOLS DISTRICT SUPERVISORS  
EDUCATION PROGRAM SUPERVISORS  
SCHOOL HEADS OR AO II/ADAS II/ADA III  
ADMINISTRATIVE OFFICER V  
ADMINISTRATIVE OFFICER IV

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

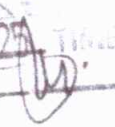
**Date :** 11 November 2025

1. This has reference to the letter dated November 4, 2025 signed by Mary Catherine A. Llanos-Cobias, President of the Provincial Council of the Human Resource Management Practitioners of Davao del Sur and Davao Occidental indicating that the Council will conduct the PCHRMP 3N1 Year Convergence on December 4-5, 2025 at Waterfront Insular Hotel, Lanang, Davao City.
2. In view of the foregoing, you are hereby enjoined to attend the said PCHRMP 3N1 Year Convergence on **December 4-5, 2025**.
3. Participants shall access and complete the confirmation on the registration link: <http://tinyurl.com/PCHRMP3N1YEARENDCONVERGENCE> on or before **November 20, 2025**. A registration fee of **Five Thousand Pesos (Php. 5,000.00)** shall be collected per participant.
4. Travel expenses and registration fee shall be charged against local funds/school MOOE subject to the usual accounting and auditing rules and regulations.
5. For immediate dissemination and compliance.

For and in absence of:

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

  
**MARJUN B. REBOSQUILLO**  
Senior Education Program Specialist  
Officer-In-Charge

Schools Division of Digos City  
RECORDS SECTION  
76-70279  
DATE: NOV 12 2025  
BY: 



Republic of the Philippines  
PROVINCIAL COUNCIL OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS (PC  
Davao del Sur and Davao Occidental  
Civil Service Commission – Davao del Sur Provincial Office, Digos City



November 04, 2025

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

Dear Dr. Estacio,

The Provincial Council of Human Resource Management Practitioners of Davao del Sur and Davao Occidental is pleased to announce the conduct of PCHRMP 3N1 Year-End Convergence on **04-05 December 2025 at the Waterfront Insular Hotel, Davao City**. The convergence is a three-prong activity to **convene, learn, and celebrate** — bringing together the members across the two (2) provinces of Davao del Sur and Davao Occidental.

**Purpose and Highlights**

**Convene:** Strengthen networks among HR practitioners and listen to Civil Service Commission (CSC) updates on policies, programs, and collaborative opportunities to be given by our very own Provincial Director Richard T. Ortiz and General Assembly to discuss organizational matters with the Officers.

**Learn:** Capacity building and self-care sessions with engaging Subject Matter Expert.

**Celebrate:** Recognition of achievements for the year and fellowship dinner to close the convergence.

As such, we would like to request your good office to allow your Human Resource Management Practitioners/Officers, Administrative Officers, Department Heads, School Principals, Education Program Supervisors, Public Schools District Supervisors, Administrative Assistants and personnel performing human resource management and development functions, to attend the Convergence. A registration fee of P5,000.00 per participant will be collected to help defray expenses. Such fee may be charged to MOOE, school funds, agency funds, or other funds of the agency, as applicable.

To register, please access and complete the information on the registration link: <https://forms.csc.gov.ph/HRMP/3N1/2025/04-05-DEC-2025> on or before **20 November 2025**. To secure your slot/s, remit your payment before **25 November 2025**. Payment may either be cash or check - payable to **PROVINCIAL COUNCIL OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS OF DAVAO DEL SUR INC.** to CSC Provincial Field Office, Digos City. However, we reserve our right to deny acceptance of participants once the quota of 100 participants has already been met before the deadline.

Please do not hesitate to contact us through the Secretary, Ms. Ma. Kristinna O. Camasura via email: [secretary@pcdso.com.ph](mailto:secretary@pcdso.com.ph) or thru mobile number 09071657088, should you have any questions or clarifications about the event.

We hope you will join us for this important opportunity to strengthen our HR community, refresh our skills, and celebrate our collective achievements. Your participation will enrich the discussions and contribute to our shared goal of more effective, responsive human resource management across the province.

Respectfully yours,

MARY CATHERINE A. LLANOS-COBIAS  
President

Noted:

RICHARD T. ORTIZ  
Director II  
CSC Provincial Office for Davao del Sur & Davao Occidental



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



Training Activity Plan (Training Design)

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |               |           |                 |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------|-----------|-----------------|
| Program                 | Learning and Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |               |           |                 |
| Activity Title          | Provincial Council on Human Resource Management Practitioner of Davao del Sur/Davao Occidental 3N1 Convergence                                                                                                                                                                                                                                                                                                                                                                                  |           |               |           |                 |
| General Objective       | To strengthen networks among HR Practitioners and listen to Civil Service Commission (CSC) updates on policies, program and collaborative opportunities to be given by the CSC Provincial Director Richard T, Ortiz and General Assembly to discuss organizational matters with the Officer.                                                                                                                                                                                                    |           |               |           |                 |
| Specific Objective      | <ol style="list-style-type: none"><li>1. To convene as HR Practitioners and listen to Civil Service Commission (CSC) updates on policies and program.</li><li>2. To learn through capacity building and self-care sessions with engaging Subject Matter experts.</li><li>3. Celebrate by recognizing the achievements of the council for the year and fellowship dinner to clos the convergence.</li></ol>                                                                                      |           |               |           |                 |
| Proposed Date           | December 4-5, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |               |           |                 |
| Amount                  | Php 20,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |               |           |                 |
| Source of Funds         | MOOE (OSEC -11-25-05249)                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |               |           |                 |
| Items of Expenditures   | No. of Pax/Units Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unit Cost | Days Required | Total     | Source of Funds |
| Venue, meals and snacks | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5,000.00  | 2             | 20,000.00 | \               |
| TOTAL                   | P 20,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |               |           |                 |
| Rationale               | Human Resource Management is vital role in the recruitment, selection and appointment of personnel. Learning about the Civil Service rules and regulation on appointment and other personnel actions are very important in the implementation of the DepEd's rules on Recruitment, Selection and Appointments. Further, learning about updates on Supreme Court and CSC decisions on personnel actions will help human resource practitioners implement the rules and regulation appropriately. |           |               |           |                 |
| General Methodology     | Lecture, Workshop, and Reporting                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |               |           |                 |
| Learning Facilitators   | PCHRMP/CSC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |               |           |                 |
| Participants            | Administrative Section (2) and Human Resource Management Office (2)                                                                                                                                                                                                                                                                                                                                                                                                                             |           |               |           |                 |

FRANCIS JUDE D. ALCOMENDRAS  
Adminstrative Officer V

Recommending Approval:

MARIA GENEVIEVE T. FRANCISQUETE  
Assistant Schools Division Superintendent

Funds Available:

11/18/25  
GISELLE D. GONZALES  
AO-II – Budget Officer Designate

Approved by:

MELANIE P. ESTACIO, PhD, CESO VI  
Schools Division Superintendent