REGIONAL MEMORANDUM
No. 240, s. 2021

HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs) MEETING

To:
All Schools Division Superintendents
DepEd RO I Administrative Division Proper Personnel
DepEd RO I Personnel Section Personnel
Mr. Bernardo H. Alcantara, Jr.
Mr. Rhinehart L. Natividad

1. DepEd RO I through the Administrative Division-Personnel Section will conduct the Human Resource Management Officers (HRMOs) Meeting on August 27, 2021 via MS Teams.

2. The agenda of the activity are the following concerns:
   a. Conduct of the Personnel Audit
   b. Standard Checklist of Documentary Requirements for Equivalents Record Form, Reclassification, and Conversion of Positions
   c. Alternative Work Arrangements (AWA)
   d. Senior High School Teachers on Provisional Status
   e. Presentation/Discussion of Issues and Concerns (Personnel and Payroll)
   f. Presentation of the Best Practices
   g. Other matters

3. In line with this, this Office cordially invites the SDO Administrative Officer V, Administrative Services and the Administrative Officer IV (HRMO), Personnel Section who shall participate via online at this link https://bit.ly/37nL632, and DepEd RO I Concerned Personnel to attend the said activity. No proxy is allowed.

4. For SDO, please submit the issues and concerns, and the official email addresses of the participants at ps.region1@deped.gov.ph on or before August 13, 2021, for consolidation and for the online platform.

5. Attached is the Program of Activities, for reference.

6. Be guided accordingly.

Encl.: Program of Activities
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

MEETINGS

AD/hfs/RM
August 5, 2021

DepEd Region 1: Built on character; empowered by competence.
HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs) MEETING VIA MS TEAMS
AUGUST 27, 2021

PROGRAM OF ACTIVITY

(9:00 AM)
I. Preliminaries
National Anthem
Prayer
Region I Hymn

AVP

AVP

II. Acknowledgement of Participants

Ms. Editha C. Tolentino
Administrative Officer IV
Personnel Section

Ms. Georgina N. Nerida
Administrative Officer V
Personnel Section

III. Statement of Purpose

Atty. Rhea Joy L. Carbonell
Chief Administrative Officer
Administrative Division

IV. Welcome Remarks

Dir. Tolentino G. Aquino
Director IV

V. MESSAGE

VI. Meeting Proper (AM) (9:20 AM–12:00 NN)
Presentation/Discussion of Issues and Concerns
a. Discussion on the Conduct of the Personnel Audit

Mr. Ramon O. Caniezo
Supervising Administrative Officer
Administrative Division

b. Issues on the Returned Applications/Requests For ERF, Reclassification, and Conversion of Positions

Ms. Rosario D. Estimo
Teacher Credentials Evaluator II
Personnel Section

c. Discussion on the Standard Checklist for Equivalents Record Form (ERF, Reclassification and Conversion of Positions

Ms. Herminia F. Anwoju
Administrative Assistant I
Administrative Division

d. Alternative Work Arrangements (AWA)

Ms. Aubrey V. Bawing
Administrative Aide I
Personnel Section

VII. LUNCH BREAK (12:00 NN – 1:00 PM)

VIII. Meeting Proper (PM) (1:00 PM – 4:00 PM)
Presentation/Discussion of Issues and Concerns

e. Senior High School Teachers on Provisional Status

Ms. Laarni Grace F. Madayag
Administrative Aide VI
Personnel Section

f. Presentation of Data on Travel, Transfer and Other Personnel Actions
(DeppEd RO I Observations)

Ms. Nenita S. Ducusin
Administrative Assistant I
Personnel Section
g. Issues on Salary Benefits (Payroll)  
Mr. Bernardo H. Alcantara, Jr.  
Administrative Officer II  
Regional Payroll Services Unit

h. Best Practices of the Human Resource Merit Promotion and Selection Board (HRM PSB)  
Ms. Editha C. Tolentino  
Administrative Officer IV  
Personnel Section

i. Synthesis and Ways Forward  
Ms. Georgina N. Nerida  
Administrative Officer V

IX. Closing Remarks  
ARD Ronald B. Castillo  
Schools Division Superintendent  
OIC, Office of the Assistant Regional Director

Emcee: Ms. Mary Ann D. Ramirez  
Administrative Aide III  
Personnel Section