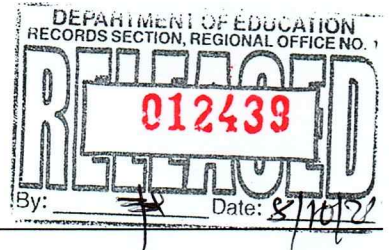




Republic of the Philippines
Department of Education
 Region I



Office of the Regional Director

REGIONAL MEMORANDUM
 No. 870, s. 2021

AUG 10 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/37nLf32>, 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.

TOLENTINO G. AQUINO

In Director IV

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

MEETINGS

OFFICIALS

POLICIES

AD/hfa/RM
 August 5, 2021

DepEd Region 1: Built on character; empowered by competence.



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 (072) 607-8137 / 682-2324
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**HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs) MEETING VIA MS TEAMS
AUGUST 27, 2021**

PROGRAM OF ACTIVITY

(9:00 AM)

I. Preliminaries

National Anthem

AVP

Prayer

Region I Hymn

AVP

II. Acknowledgement of Participants

Ms. Editha C. Tolentino

Administrative Officer IV

Personnel Section

III. Statement of Purpose

Ms. Georgina N. Nerida

Administrative Officer V

Personnel Section

IV. Welcome Remarks

Atty. Rhea Joy L. Carbonell

Chief Administrative Officer

Administrative Division

V. MESSAGE

Dir. Tolentino G. Aquino

Director IV

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
Equivalent 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
(*DepEd 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