



Republic of the Philippines
Department of Education
Region I



Office of the Regional Director

NOV 25 2021

REGIONAL MEMORANDUM

No. 1394, 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. The Department of Education, Regional Office No.1 through the Administrative Division-Personnel Section will conduct the Human Resource Management Officers (HRMOs) Meeting on December 9, 2021 at 8:30 AM via MS Teams.
2. The agenda of the activity are the following concerns:
 - a. Internal Guidelines on the Implementation of Twice-A-Month Release of Salary
 - b. Presentation/Discussion of the Accomplishments and Issues & Concerns (*Personnel and Payroll*)
 - c. Reminders
 - d. Other matters
3. In line with this, this Office cordially invites the SDO Administrative Officer V, Administrative Services, Administrative Officer IV (HRMO) and the Person-In-Charge of Payroll, Personnel Section who shall participate via online at this link tinyurl.com/HRMOsMeeting-R1, and DepEd RO I Concerned Personnel to attend the said activity.
4. Attached is the Program of Activities, for reference.
5. Be guided accordingly.

TOLENTINO G. AQUINO
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
November 23, 2021



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**HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs)
MEETING VIA MS TEAMS
DECEMBER 9, 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)

- a. Internal Guidelines on the Implementation of
Twice-A-Month Release of Salary

Mr. Bernardo H. Alcantara, Jr.

Administrative Officer II
Regional Payroll Services Unit

Accomplishment Report and
Issues and Concerns of Payroll

- b. Presentation/Discussion of the Accomplishment
Report of DepEd RO I Personnel Section

**All DepEd RO I Personnel-In-Charge
of Schools Division Offices**

VII. LUNCH BREAK (12:00 NN – 1:00 PM)

VIII. Meeting Proper (PM) (1:00 PM – 4:00 PM)

- c. Issues & Concerns of Provident Fund loan

Ms. Editha C. Tolentino

- d. Issues & Concerns on Personnel Actions

**All DepEd RO I Personnel-In-Charge
of Schools Division Offices**

- e. 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

