



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 571, s. 2023

JUN 08 2023

To: All Schools Division Superintendents
 DepEd RO I Administrative Division Proper Personnel
 DepEd RO I Personnel Section Personnel
 DepEd RO I Payroll Section Personnel (Mr. Bernardo H. Alcantara, Jr.,
 Mr. Rhinehart L. Natividad, Mr. Rodel G. Ologen)

**CONDUCT OF THE HUMAN RESOURCE MANAGEMENT OFFICERS
 (HRMOs) MEETING**

1. The Department of Education, Regional Office No.1 through the Administrative Division-Personnel Section will be conducting the Human Resource Management Officers (HRMOs) Meeting at the National Educators' Academy of the Philippines (NEAP) Region I, San Vicente, City of San Fernando, La Union on June 15-16, 2023.
2. The agenda of the activity are the following concerns:
 - a. Updates on the Career Progression of Teachers and Recruitment, Selection and Placement Process
 - b. Progress Report on ERF, Reclassification and Conversion of Positions
 - c. Presentation/Discussion on Personnel and Payroll Matters
 - d. Terminal Leave Benefits
 - e. Other matters
3. In line with this, this Office cordially invites the Schools Division Office Administrative Officer V (Administrative Services), Administrative Officer IV (HRMO) and the Person-In-Charge of Payroll to attend the said meeting.
4. Moreover, for the submission of areas of concern, kindly send them at ps.region1@deped.gov.ph on or before June 9, 2023, for consolidation.
5. Attached is the Program of Activities, for reference.
6. Be guided accordingly.

TOLENTINO G. AQUINO
 Jr Director IV

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

MEETINGS OFFICIALS OFFICERS PERSONNEL

AD/PS/hfa/RM_HRMOsMeeting
 June 6, 2023



Address: Flores St., Catbangen, City of San Fernando, La Union
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DepEd RO1 PERS230333



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ACTIVITY MATRIX

Title of Activity: Human Resource Management Officers (HRMOs) Meeting
Venue: National Educators Academy of the Philippines (NEAP)
Region 1, San Vicente, City of San Fernando, La Union
Date: June 15 -16, 2023

Time	Agenda	Focal Person
DAY 1 (June 15, 2023)		
1:00 PM- 1:15 PM	Arrival and Registration	Personnel Section Secretariat
1:15 PM- 2:00 PM	Preliminaries Prayer Acknowledgement of Participants Welcome Remarks MESSAGE	AVP Mr. Wilbur D. Redoble Administrative Assistant I Administrative Division Dr. Rhoda T. Razon Assistant Regional Director Dir. Tolentino G. Aquino Regional Director
2:00 PM – 2:15 PM	Activity Objectives and Statement of Purpose	Ms. Georgina N. Nerida Administrative Officer V Personnel Section
2:15 PM – 4:00 PM	Overview of Discussion on Payroll Downloading Progress Report on Implementation of ERFs, Reclassification and Conversion of Positions Updates on the Grant of Teachers' Vacation Service Credits (VSC) and Proportional Vacation Pay (PVP) Updating of Leave Card Reminders on Personnel Actions (<i>Travel Abroad, Exchange Visitor Program, Transfer, Plantilla of Casual</i>)	Mr. Bernardo H. Alcantara, Jr. Administrative Officer II Regional Services Payroll Unit Ms. Herminia F. Anwoju Teacher Credentials Evaluator II Personnel Section Ms. Editha C. Tolentino Administrative Officer V Personnel Section
4:00 PM – 5:00 PM	Open Forum	
5:00 PM	Home Sweet Home	



Time	Agenda	Focal Person
DAY 2 (June 16, 2023)		
8:30 AM – 9:00 AM	Preliminaries and Management of Learning/Reminders	Ms. Aubrey V. Bawing Administrative Aide VI
9:00 AM – 10:30 AM	Updates on the Career Progression and Recruitment, Selection and Placement Process	Dr. Dinah C. Bona Chief Education Supervisor Human Resource Development Division
10:30 AM – 12 :00 NN	Open Forum	
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Discussion on the Terminal Leave Benefits	Ms. Maureen M. Macailing Supervising Administrative Officer Finance Division
3:30 PM – 3:45 PM	Agreements and Synthesis	Ms. Aubrey V. Bawing Administrative Aide VI
3:45 PM – 4:00 PM	Closing Remarks	Atty. Rhea Joy L. Carbonell Chief Administrative Officer Administrative Division
4:00 PM	Home Sweet Home	

Ms. Mary Ann D. Ramirez
Emcee