

Republic of the Philippines  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
[www.depednegor.net](http://www.depednegor.net)

Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);  
(035) 225-1622 (Promotional Section/EPs); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);  
(035) 225-6987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
(035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

November 14, 2017

MEMORANDUM TO:

**MS. LANI B. YURONG**  
*AO IV – Personnel*

**MS. PAULINE LOUISE FLORES**  
*AO II*

RECEIVED  
NO. 077-2564  
DATE: 20 NOV 2017  
BY: [Signature]  
RECORD SECTION

This Office

Please be informed of your attendance to the Conduct of Capacity Building Workshop for DepED Personnel Officers on December 12-14, 2017 at the DepED Ecotech Center, Sudlon-Lahug, Cebu City.

Travelling/transportation and other incidental expenses incurred during your attendance shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

Enclosed is Regional Memorandum No. 0857, s. 2017 dated November 10, 2017, for details.

For your guidance and compliance.

**SALUSTIANO T. JIMENEZ, LI.B., CESO VI**  
Schools Division Superintendent  
OIC-Office of the Asst. Regional Director  
[Handwritten initials]

STJ/bing



REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



REGIONAL MEMORANDUM

No. 0857, s. 2017


NOV 10 2017

D: 11/10/17 &

**CONDUCT OF CAPACITY BUILDING WORKSHOP  
FOR DEPED PERSONNEL OFFICERS**

To: All Schools Division Superintendents  
All Others Concerned

1. The Bureau of Human Resource and Organizational Development (BHROD), through the Personnel Division with the primary purpose of gathering all Personnel Officers in the Field Offices of the Department in one venue to identify personnel policies and processes that needs to be clarified; will conduct a *Capacity Building Workshop for DepED Personnel Officers* on **December 12-14, 2017** at the **DepED ECOTECH Center**.
2. The nineteen (19) Schools Division Offices must send two (2) participants from their respective Personnel Units. Please submit the list of names of participants for the said activity to the Regional Office through the Administrative Service Division on or before November 13, 2017, for consolidation and submission to the Central Office.
3. Travel expenses of the participants relative to the conduct of the said activity shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations.
4. Attached as Annex 1 is the Program of Activities for ready reference.
5. For clarifications, please contact Dr. Brazil B. Sanchez, Administrative Officer V/HRMO III at telephone number 032-255-1313.
6. Strict and immediate compliance of this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ**  
Schools Division Superintendent  
Officer-in-Charge  
Office of the Assistant Regional Director

STJ:vy/bs/clitar

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

*"ESQ 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*



Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Katihim**  
 Office of the Undersecretary

Annex 1

**PROGRAM OF ACTIVITIES**

**DAY 0** Check-in (3:00 PM)  
 First Meal: Dinner

**DAY 1**

8:00 – 8:30 AM	Registration
8:31 – 9:00 AM	Opening Program (National Anthem / Prayer) <i>Welcome Remarks – Usec. Victoria L.M. Catibog</i>
9:01 – 9:30 AM	Leveling of Expectations Orientation Objectives
9:31 – 10:30 AM	The BHRCD and Personnel Division <i>(Mandate, Structure, and Strategic Functions)</i>
10:31 – 11:30 AM	Updates on CSC Issuances Pertaining to Personnel Administration
11:31 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 PM	Lunch Break
1:01 – 2:30 PM	A Primer on the Data Privacy Act of 2012 by the National Privacy Commission
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:30 PM	Updates on DBM Issuances Pertaining to Personnel Administration
4:31 – 5:00 PM	Open Forum / Q & A

**DAY 2**

8:30 – 9:00 AM	Registration
9:05 – 9:35 AM	Management of Learning (DPA Primer, CSC & DBM Updates)
9:36 – 11:00 AM	Updates on GSIS Issuances Pertaining to Personnel Administration
11:01 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 AM	Lunch Break
1:01 – 2:30 PM	Discussion on Personnel Records
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:30 PM	Discussion on Employee Relations
4:31 – 5:00 PM	Open Forum / Q & A

**DAY 3**

8:30 – 9:00 AM	Registration
9:05 – 9:35 AM	Management of Learning (GSIS Updates, Personnel Records & Employee Relations)
9:36 – 11:00 AM	Discussion on Recruitment, Selection, Placement and Induction
11:01 – 12:00 AM	Open Forum / Q & A
12:01 – 1:00 AM	Lunch Break
1:01 – 2:30 PM	Discussion on Compensation and Benefits
2:31 – 3:00 PM	Open Forum / Q & A
3:01 – 4:00 PM	Presentation of Recommendations
4:31 – 5:00 PM	Integration and Closing

**DAY 4** Check-out (12:00 NN)  
 Last Meal: Lunch

[PD/Atty]

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