



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

November 10, 2023

OFFICE MEMORANDUM
OSDS-2023-104

CAPACITY BUILDING OF HUMAN RESOURCE MANAGEMENT OFFICERS

To: LUZ E. COMONAL
Administrative Officer IV

1. Attached are the Regional Memorandum AD-2023-240 dated November 8, 2023, and Memorandum OM-OUHROD-2023-1723 dated November 3, 2023 from the Office of the Undersecretary for Human Resource and Organizational Development entitled "Capacity Building of Human Resource Management Officers" on November 20-24, 2023 in Cebu City.
2. Anent to this, you are hereby required to attend the said activity.
3. Transportation and other incidental expenses to be incurred from station to venue during the conduct of the activity is chargeable against Division MOOE subject to usual accounting and auditing rules and regulations.
4. For information and compliance with this Memorandum is desired.

By the Authority of the
Schools Division Superintendent:

NORBERTO S. MANLANGIT, MPA
Administrative Officer V
Officer-In-Charge



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Per 5.17.11
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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
AD-2023-240

To : Schools Division Superintendents
Chief Administrative Officer, AD

Subject: CAPACITY BUILDING OF HUMAN RESOURCE
MANAGEMENT OFFICERS

Date : November 08, 2023

Herewith is Memorandum OM-OUHROD-2023-1723 dated November 03, 2023 from the Office of the Undersecretary for Human Resource and Organizational Development, informing all the concerned of the Capacity Building of Human Resource Management Officers (HRMOs) on November 20-24, 2023 in Cebu City. Exact venue will be announced later through a separate communication.

Anent to this, Schools Division Superintendents are directed to inform the Human Resource Management Officer of the Division to register online on or before November 15, 2023.

Travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

For information and strict compliance.

ALLAN G. FARNAZO
Director IV

Enclosed: As stated.

ROA3/PS/ljtj

DEPARTMENT OF EDUCATION ROXI
OFFICE OF THE REGIONAL DIRECTOR
RECEIVED

11-9-23 25410



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-OUHROD-2023-1727

TO : REGIONAL DIRECTORS
SCHOOL DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL
Regional Director, DepEd NCR
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : CAPACITY BUILDING OF HUMAN RESOURCE MANAGEMENT
OFFICERS (HRMOs)

DATE : 03 November 2023

The Bureau of Human Resource and Organizational Development (BHROD) provides the efficient implementation of human resource administration and management services to the Central Office personnel and third level officials and assists Human Resource Management Officers (HRMOs) counterparts in the different governance levels in the delivery of human resource services to all DepEd employees, and significantly contribute to the improvement to employee engagement in support to the achievement of organizational goals.

Given this, the Bureau of Human Resource and Organizational Development through the Personnel Division (BHROD-PD) will conduct orientation/reorientation for HRMOs to ensure that all DepEd HR units are well capacitated and are uniform in the implementation of human resource policies, processes, standards, and updates to provide efficient and effective delivery of HR services to all DepEd employees.

In this regard, may we request for **three (3) representatives** from each region and **one (1) representative** from each School Division Office (SDO), composed of the following, to attend the Capacity Building of HRMOs on **November 20-24, 2023** to be held in Cebu City (exact venue: TBA):

1. Chief Administrative Officer (CAO) or Supervising Administrative Officer (SAO) from Administrative Division;
2. Administrative Officer V (HRMO);
3. Administrative Officer (HRMO); and
4. Administrative Officer IV (HRMO) from SDO.

Participants are requested to register at <https://bit.ly/Registration-HRMOs-Capacity-Building> to confirm their attendance on or before **15 November 2023**. The program of activities and list of participants are attached for ready reference.

expenses for the board and lodging shall be charged against the funds allocated for this purpose; while travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.

All participants must bring their own laptops and we encourage each region to bring their own extension cords. The first meal provision is pm snack, and the last meal will be lunch. Kindly refer to the table below for more details.

| Day/Date | Breakfast | AM Snack | Lunch | PM Snack | Dinner |
|----------|-----------|----------|-------|----------|--------|
| Day 0 | x | x | x | ✓ | ✓ |
| Day 1 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Day 2 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Day 3 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Day 4 | ✓ | ✓ | ✓ | x | x |

For any clarifications, concerns and confirmation of participants, kindly contact Ms. Reina Comabras or Ms. Mitzi Bituin of BHRD-PD through phone number, (02) 8633-9345 or email at reina.comabras@deped.gov.ph or mitzi.bituin@deped.gov.ph.

For information and guidance.

Annex A. Program

Day 0

| Time | Activity |
|-----------------|----------------------|
| 12:00 – 3:00 PM | Travel Time |
| 3:00 – 5:00 PM | Arrival and Check-in |

Day 1

| Time | Activity |
|------------------|--|
| 6:00 – 8:00 AM | Breakfast and Registration |
| 8:00 – 8:30 AM | Opening Program <ul style="list-style-type: none"> - National Anthem - Prayer - Opening Remarks |
| 8:30 – 10:00 AM | Target Setting |
| 10:00 – 12:00 NN | Topic 1 |
| 12:00 – 1:00 PM | Lunch |
| 1:00 – 2:00 PM | Topic 2 |
| 2:00 – 2:15 PM | Short Break |
| 2:15 – 5:00 PM | Topic 3 |
| 6:30 – 9:00 PM | Dinner |

Day 2

| Time | Activity |
|------------------|-------------------------|
| 6:00 – 8:00 AM | Breakfast |
| 8:30 – 10:00 AM | Topic 4 |
| 10:15 – 10:30 AM | Short Break |
| 10:30 – 12:00 NN | Continuation of Topic 4 |
| 12:00 – 1:00 PM | Lunch |
| 1:00 – 2:30 PM | Topic 5 |
| 2:30 – 2:45 PM | Short Break |
| 2:45 – 5:00 PM | Continuation of Topic 5 |
| 6:30 – 9:00 PM | Dinner |

Day 3

| Time | Activity |
|------------------|-------------------------|
| 6:00 – 8:00 AM | Breakfast |
| 8:30 – 10:30 AM | Topic 6 |
| 10:30 – 10:45 AM | Short Break |
| 10:45 – 12:00 NN | Continuation of Topic 6 |
| 12:00 – 1:00 PM | Lunch |
| 1:00 – 3:00 PM | Topic 7 |
| 3:00 – 3:15 PM | Short Break |
| 3:15 – 5:00 PM | Continuation of Topic 7 |
| 6:30 – 9:00 PM | Dinner |

Day 4

| Time | Activity |
|------------------|-------------------------|
| 6:00 – 8:00 AM | Breakfast |
| 8:30 – 10:30 AM | Topic 8 |
| 10:30 – 10:45 AM | Short Break |
| 10:45 – 12:00 NN | Next Steps/Ways Forward |
| 12:00 – 1:00 PM | Lunch/Check-out |
| 1:00 PM | Departure |