

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

No. 1187, s. 2023

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM :  **WILFREDO E. CABRAL, CESO III**
Regional Director

SUBJECT : **CAPACITY BUILDING OF HUMAN RESOURCE
MANAGEMENT OFFICERS (HRMO's)**

DATE : November 6, 2023

1. Enclosed is a copy of Memorandum DM-OUHROD-2023-1723 dated November 3, 2023 on the above captioned activity on November 20 to 24, 2023, to be held in Cebu City (exact venue TBA), for information and guidance of all concerned.
2. Identified participant per SDO is the Administrative Officer IV (HRMO).
3. For confirmation of attendance, please accomplish the online form through this link: <https://bit.ly/Registration-HRMOs-Capacity-Building>, on or before November 15, 2023.
3. For immediate dissemination.



Address: Misamis St., Bago Bantay, Quezon City
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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 BHROD-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

Annex B. List of Participants

Field Office	Number of Representative
CAR	3
SDOs	8
Region I	3
SDOs	14
Region II	3
SDOs	9
Region III	3
SDOs	20
Region IV-A	3
SDOs	23
Region IV-B	3
SDOs	7
Region V	3
SDOs	13
NCR	3
SDOs	16
Region VI	3
SDOs	21
Region VII	3
SDOs	20
Region VIII	3
SDOs	13
Region IX	3
SDOs	8
Region X	3
SDOs	14
Region XI	3
SDOs	11
Region XII	3
SDOs	8
CARAGA	3
SDOs	12
TOTAL	265

Central Office	Number of Representative
OUHROD	3
BHROD-OD	3
BHROD-EWD	3
BHROD-HRDD	3
BHROD-OED	3
BHROD-SED	3
BHROD-PD	14

[BHROD-PD/ Comabras]