



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**REGIONAL MEMORANDUM**

ORD-2024-1023

**TO :** **SCHOOLS DIVISION SUPERINTENDENT of Pasay City**  
**RO-Chief, HRDD-NEAP**

**FROM :** **JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT :** **Policy Formulation and Consultative Workshop On the Separation and Exit Interview Guidelines**

**DATE :** October 7, 2024

1. Enclosed is a copy of Memorandum DM-OUHROD-2024-1998 dated October 2, 2024 of OIC Undersecretary Wilfredo E. Cabral, relative to the conduct of the above mentioned activity on October 9-11, 2024 at the Legend Hotels International Corporation-Kabayan Hotel, 234 EDSA, Pasay City, for information and guidance.

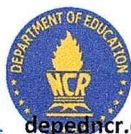
2. In this connection, it is requested that the following employees be authorized to participate on the said activity and are required to register using this link: [https://bit.ly/REGFORM\\_SEPARATION\\_EXIT](https://bit.ly/REGFORM_SEPARATION_EXIT) and are likewise expected to bring laptops, as some part of the activity will be accomplished electronically:

1. Ms. Gladys B. Calatayud – SDO Pasay City, AO IV (HRMO)
2. Dr. Rhea B. Eden – HRDD-NEAP, EPS

3. Travelling and other in expenses shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.

4. For immediate dissemination.

8



Address: 6 Misamis St., Bago Bantay, Quezon City  
 Email address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: [depedncr.com.ph](http://depedncr.com.ph)



Doc. Ref. Code	RO-ORD-F007	Rev	00
Effectivity	01.26.23	Page	1 of

Certificate No. PNP DMS 24 03 0103