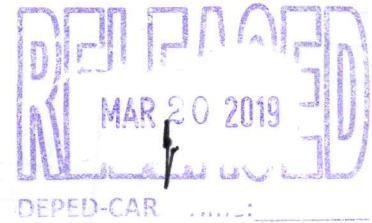11 March 2019

MEMORANDUM

TO: Regional Directors
Schools Division Superintendents

FROM: **ATTY. REVSEE A. ESCOBEDO**
OIC-Undersecretary,
Field Operations, BHROD (EWD and PD) and DEACO

SUBJECT: CONDUCT OF THE HUMAN RESOURCE (HR) ASSEMBLY 2019

As part of the efforts of improving the delivery of Human Resource (HR) systems and services, the Bureau of Human Resource and Organizational Development (BHROD) will conduct the **HR Assembly** with the following objectives:

a. To clarify the HR functions and delineation across Central (CO), Regional (RO) and Schools Division (SDO) levels;
b. To strengthen coordination and partnership among the HR practitioners from CO, RO and SDO;
c. To provide an avenue for feedback, sharing of effective practices and updating on policies and guidelines; and
d. To prepare the necessary plantilla-related documents for submission to Department of Budget and Management (DBM);

The HR Assembly will be a series of clustered activities to gather the DepED HR practitioners from the Human Resource Development (HRD) and Human Resource Management (HRM)/Personnel units from the Central, Regional and Schools Division offices. The participants for the HR Assembly are the following personnel:

	CO	RO	SDO
HRM / Personnel	1. Two (2) Representatives from Personnel Division	1. Supervising Administrative Officer 2. Administrative Officer V (HRMO)	1. Administrative Officer IV (HRMO)
HRD	Two (2) Representatives from each office: 1. Human Resource Development Division (HRDD) 2. Employee Welfare Division	1. Chief Education Supervisor, HRDD 2. One (1) Education Program Supervisor, HRDD	2. Senior Education Program Specialist (HRD)

The clustered activities will be conducted on the following dates and venues:

CLUSTER	REGIONS	VENUE	DATE
1	III and NCR	Savannah Resort Hotel, Angeles, Pampanga	March 19-22, 2019
2	I, II and CAR	Hotel Dominique, Tagaytay City	March 26-29, 2019
3	IV-A, IV-B ,V, and IX	Within Cebu City	April 01-03, 2019*
4	VI, VIII, XI and XII	Within Cebu City	April 03-05, 2019*
5	VII, X and XIII	Within Cebu City	April 10-12, 2019*

Note: Exclusive of Travel Time for the participants of Cluster 3,4, and 5

To ensure smooth implementation of the activity, please be informed of the following reminders:

1. Participants are advised to register online through **http://deped.in/2019HRassembly** three (3) days before their scheduled activity;
2. Each RO and SDO shall bring one (1) laptop, extension cord and pocket wifi (if available) for internet connectivity;
3. HRMOs shall bring the updated Personal Services Itemization and Plantilla of Personnel (PSIPOP), both hard and soft (MS Excel Format) copies;
4. Travelling and other incidental expenses of the RO and SDO participants relative to this activity shall be charged against the respective local funds, while the board and lodging shall be charged to DepEd Central Office, subject to the usual accounting and auditing rules and regulations.

Other Reminders	Clusters 1 and 2	Clusters 3-5
Start of Assembly	**Day 1: 1:00 PM**	**Day 1: 8:00 AM**
End of Assembly	**Day 4: 12:00 NN**	**Day 3: 5:00 PM**
Hotel Check-in	Day 1: 2:00 PM	Day 0: 2:00 PM
Hotel Check-out	Day 4: 12:00 NN	Day 4: 12:00 NN
First Meal	Day 1: Lunch	Day 0: Dinner
Last Meal	Day 4: Lunch	Day 4: Breakfast

For clarifications, please contact Mr. Allan Jerome Gutierrez or Ms. Rhea Amor Cayapan at telephone numbers (02) 6336682/6339345.

Thank you.

Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

March 15, 2019

To: **RO Admin and HRDD Chiefs**
Schools Division Superintendents
All Divisions

List of Participants:

Participants	Office/SDO	Participants	Office/SDO
Eleonor Albidas	RO – Admin	Administrative Officer IV	All SDOs
Cornelia Dulnuan	RO – Admin	Senior Education Program Specialist	All SDOs
Jennifer Ande	RO – HRDD		
Denia Tarnate	RO - HRDD		

For immediate and appropriate action.

BETTINA DAYTEC - AQUINO
Assistant Regional Director

HRDD/jpa/dot

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Program Design (Cluster 1 and 2)

	Day 01	Day 02	Day 03	Day 04

AM		Review of HRD and HRM Functions and Processes
		
		Review and Validation of Proposed Adjustments
			Updates on PRIME-HRM Systems *(Plenary)*
			• Learning and Development
			• Rewards and Recognition
			• *Personnel Records
				Plantilla Management
				• DBM Procedures on Plantilla Updating
				• Plantilla Clean-up
				• HR Profile Submission
				• DBM Requirements:
				  • CTI items
				  • Administrative Support Items
				
				Agreements and Next Steps

PM	Opening Program The Role of HR in DepED Overview of DepED Organizational Review	Coordination and Communication Protocols and Avenues Updates on PRIME-HRM Systems *(Plenary)* • RSPI • Performance Management	Updates on HR Systems and Services *(Breakout)* HRD: • Employee Welfare (+ Mental Health, FinLit) • GAD HRM: • Employee Relations • GSIS Procedures	

Program Design (Cluster 3-5)

	Day 01	Day 02	Day 03
AM	Opening Program The Role of HR in DepED Overview of DepED Organizational Review	Coordination and Communication Protocols and Avenues Updates on PRIME-HRM Systems *(Plenary)* • RSPI • Performance Management	Updates on HR Systems and Services *(Breakout)* HRD: • Employee Welfare (+ Mental Health, FinLit) • GAD HRM: • Employee Relations • GSIS Procedures

PM	Review of HRD and HRM Functions and Processes
	
	Review and Validation of Proposed Adjustments
		Updates on PRIME-HRM Systems *(Plenary)*
		• Learning and Development
		• Rewards and Recognition
		• *Personnel Records
			Plantilla Management
			• DBM Procedures on Plantilla Updating
			• Plantilla Clean-up
			• HR Profile
			• DBM Requirements:
			  • CTI items
			  • Administrative Support Items
			
			Agreements and Next Steps