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**Department of Education**  
 OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM  
 DM-HROD-2022-0160

TO : All Regional Directors  
 All Schools Division Superintendents

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

SUBJECT : *Virtual Consultation Workshop on the Department of Education's  
 First Employee Handbook*

DATE : 14 February 2022

The Bureau of Human Resource and Organizational Development (BHROD) is currently drafting the Department of Education's first Employee Handbook. In relation to this, the Bureau will conduct a virtual consultation workshop that aims to provide our human resource counterparts an overview of the attached draft Employee Handbook for their comments/inputs/suggestions.

In light of the foregoing, we would like to invite **one (1) Human Resource Management Officer** from your Office to attend the virtual orientation on **February 21, 2022 (Monday)** from **9:00 am to 11:00 am via MS Teams**. Each participant is requested to preregister online at <https://bit.ly/2022EmployeeHandbook> on or before **February 18, 2022 (Friday)**.

The meeting link will be emailed to all registered participants before the scheduled orientation.

Should there be no available representative from your office, you may send your comments/inputs/suggestions to the draft Employee Handbook on or before **February 25, 2022 (Wednesday)** thru the email [bhrod.od@deped.gov.ph](mailto:bhrod.od@deped.gov.ph), copy furnished [ma.habijan@deped.gov.ph](mailto:ma.habijan@deped.gov.ph) and [czarina.alviar@deped.gov.ph](mailto:czarina.alviar@deped.gov.ph).

For clarifications and confirmation of attendance, please contact Atty. Ma. Reina F. Habijan at the telephone number (02) 633-9345 or through her email address [ma.habijan@deped.gov.ph](mailto:ma.habijan@deped.gov.ph).

For your action. Thank you.

Room 102, Rizal Bu  
 Telephone N  
 Email Address: use



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region


DEPARTMENT OF EDUCATION  
 CORDILLERA ADMINISTRATIVE REGION  
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February 16, 2022

To: **Schools Division Superintendents**  
**All Schools Division Office**

For information and guidance.

For the Regional Director:

  
**MAKSIM A. BOTILAS PhD**  
 Chief Administrative Officer  
 Administrative Division

ADMIN/MAB/EAA/hbp



Address: Wangal, La Trinidad, Benguet, 2601  
 Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074  
 Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)

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