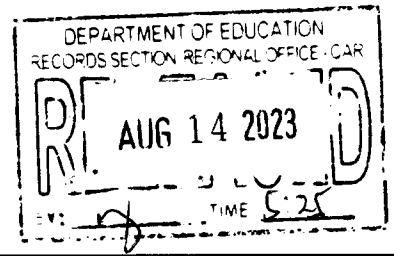




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



August 14, 2023

REGIONAL MEMORANDUM

No. 455-2023

**COORDINATION MEETING-WORKSHOP OF REGIONAL OFFICE (RO) AND
SCHOOLS DIVISION OFFICE (SDO) HUMAN RESOURCE PERSONNEL (HR) AND
ADMINISTRATIVE OFFICERS**

To: Assistant Regional Director
Schools Division Superintendents
RO and SDO HR and Administrative Services Officers
All Others Concerned

1. This Office through the ASD-Personnel Section will be conducting a Three-day Coordination Meeting-Workshop to RO and SDO Human Resource and Administrative Officers/Personnel in Baguio City on August 22-25, 2023. The particular venue shall be announced later, through a separate memorandum.
2. The objective of the meeting-workshop is to discuss matters relative to the ff:
 - a. concerns/issues experienced in the implementation of the Recruitment, Selection and Appointment (RSA) guidelines;
 - b. RO and SDO innovations in the implementation of the RSA;
 - c. required reports: i.e turn-around time, data on retirement, etc.
 - d. required documents for travel abroad and other Personnel transactions; and
 - e. other matters.
3. Enclosed is the list of participants and the indicative program flow/matrix.
4. Board and lodging of participants from the Schools Division Offices, as well as the meals and snacks of RO participants, shall be charged against Regional Office funds, subject to budgeting, accounting and auditing rules and regulations.
5. SDO participants are expected to check-in at the venue on or before 2:00 pm of August 22, 2023, with dinner as the first meal. Check-out will be 12:00 noon of August 25, 2023 and the last meal to be served will be afternoon snacks of the said date.
6. Participants are advised to register and confirm their attendance thru this link: <https://tinyurl.com/ROSDOmeetingsws> on or before August 18, 2023.



7. For more details, please contact the Administrative Services Division, Personnel Section thru car.personnel@depedcar.ph.

8. For information, guidance and compliance.



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Carino Estela Leon
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ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

ADMIN/MAB/egm



**LIST OF PARTICIPANTS TO THE COORDINATION MEETING-WORKSHOP OF
REGIONAL OFFICE HRMPSB MEMBERS ON THE DEPED MERIT SELECTION
PLAN**

PARTICIPANTS		No.
Estela P. Leon-Cariño – Director IV/Regional Director	Consultant	1
Ronald B. Castillo - Director III/ARD, Chairperson, HRMPSB	Consultant	1
Maksim A. Botilas – Chief AO – Administrative Services Division (ASD)		1
Cornelia D. Adaci-Dulnuan – SAO - ASD		1
Eleonora A. Albidas – AO V		1
Elena C. Tawanna – AO IV		1
Dumas D. Aban - AO II		1
Mary O. Mendoza – TCE II		1
Tomasa B. Pis-o – ADAS II -Secretariat		1
Sandra C. Tarem – ADA III - Secretariat		1
SDO – Abra (2 HRMOs, 1 AO V-Admin)		3
SDO – Apayao (2 HRMOs, 1 AO V-Admin)		3
SDO – Baguio City (2 HRMOs, 1 AO V-Admin)		3
SDO – Benguet (2 HRMOs, 1 AO V-Admin)		3
SDO – Ifugao (2 HRMOs, 1 AO V-Admin)		3
SDO – Kalinga (2 HRMOs, 1 AO V-Admin)		3
SDO – Mt. Province (2 HRMOs, 1 AO V-Admin)		3
SDO – Tabuk City (2 HRMOs, 1 AO V)		3
Total		34

Prepared by


ELEONORA A. ALBIDAS
AO V, Personnel Section

APPROVED:


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/ Regional Director

