



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



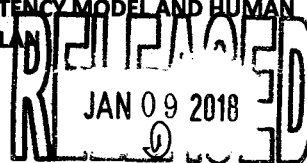
January 8, 2018

Regional Memorandum

009-2018

SEMINAR-WORKSHOP SERIES ON THE FORMULATION OF AGENCY COMPETENCY MODEL AND HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT PLAN

**TO: Schools Division Superintendents
Heads, Public and Private Secondary Schools
All Others Concerned**



DEPED-CAR Time: _____

1. Relative to the formulation of Agency Competency Model and Human Resource Management Plan for Department of Education, CAR through the Human Resource Development Division shall conduct a series of Seminar-Workshops on the following schedules;

Title of Activity	Date and Venue
Seminar-Workshop on the Formulation of Agency Competency Model and HRMD Plan (Part I)	February 7 to 9, 2018 at Brentwood Apartelle, Baguio City
Seminar-Workshop on the Formulation of Agency Competency Model and HRMD Plan (Modules 1 & 2-Part II)	February 20 to 23, 2018 at Ovemar Resort Hotel Inc., Vigan City
Seminar-Workshop and Writeshop on the Formulation of Agency Competency Model HRMD Plan (Modules 3 & 4-Part III)	March 13 to 16, 2018 at Ovemar Resort Hotel Inc., Baguio City

2. The objectives of the said activities are as follows;

- Discuss the concept and importance of an Agency Competency Model and HRMD plan.
- Comprehend and internalize the ways on how to craft a competency model.
- Prepare the outline for the Agency Competency Model and HRMD Plan.
- Develop the Agency Competency Model and HRMD Plan.

3. The following are the expected participants of the said series of seminar-workshops;

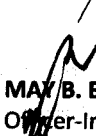
Participants	No. of Pax
Regional Office	
• RD May B. Eclar, PhD, CESO V	1
• ARD Bettina D. Aquino	1
• Chiefs/OIC of Functional Divisions	8
• HRDD Staff	3
• Eleonor Albidas	1
Division Office	
• SDSs/ASDs	8
• CID Chiefs	8
• HR, SEPS/EPS II	8
• SGOD Chiefs	8

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434

• Education Program Supervisor Representatives (CID/SGOD)	16
Resource Person	1
Total	63

4. Meals, snacks, accommodation, and training materials shall be charged against downloaded HRTD Funds, while the transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.
5. The first meal to be served will be dinner of Day 0 and the last meal will be lunch and PM snack on the last day of seminar.
6. Immediate and widest dissemination of this Memorandum to all concerned is desired.


MAX B. ECLAR, PhD, CESO V
Officer-In-Charge
Office of the Regional Director

HRDD/jpa