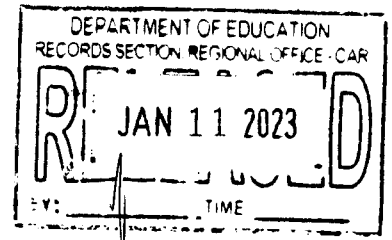




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



000100

January 10, 2023

REGIONAL MEMORANDUM

No. 014.2023

**MEETING-CUM-TECHNICAL ASSISTANCE TO SDOs ON PSIPOP
 AND OTHER HR RECORDS/CONCERNS/ACTIONS**

To: Schools Division Superintendents
 SDO HRMOs
 All Others Concerned

1. The Administrative Division- Personnel Section of the Regional Office shall visit the Schools Division Offices for a meeting-cum-technical assistance on the following Human Resource concerns:

- a. Updating of PSIPOP
- b. Processing/Recording of Application for Leave (Form 6)
- c. Updating of Leave Ledgers
- d. List of Eligibles for the 2021 PBB
- e. Other HR Actions

2. The schedule for the meeting-cum-technical assistance shall be as follows:

SDO	SCHEDULE	MONITORING TEAM
BAGUIO CITY	January 13, 2023	E. Albidas, E. Tawanna, D. Aban
MT. PROVINCE	Jan. 17-18, 2023	E. Albidas, E. Tawanna, D. Aban, T. Pis-o, M. Mendoza
IFUGAO	Jan 19-20, 2023	E. Albidas, E. Tawanna, D. Aban, T. Pis-o, M. Mendoza
KALINGA	Jan 24-25, 2023	E. Albidas, E. Tawanna, D. Aban, T. Pis-o, M. Mendoza
TABUK CITY	Jan 26-27. 2023	E. Albidas, E. Tawanna, D. Aban, T. Pis-o, M. Mendoza
ABRA	Jan. 30-31, 2023	E. Albidas, E. Tawanna, D. Aban, T. Pis-o, M. Mendoza
APAYAO	Feb. 1-2, 2023	E. Albidas, E. Tawanna, D. Aban, T. Pis-o, M. Mendoza
BENGUET	Feb. 3, 2023	E. Albidas, E. Tawanna, D. Aban, T. Pis-o, M. Mendoza



3. SDO Personnel assigned on the subject HR concerns are advised to meet with the monitoring team on the scheduled date.
4. Travel Expenses of the monitoring team shall be charged against Regional Office funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. For more information, please contact the Administrative Division- Personnel Section, DepEd-CAR Regional Office, through email at car.personnel@deped.gov.ph or through telephone number 422-1318.
6. For information, guidance, and compliance.

Digitally signed by
Carino Estela Leon
ESTELA P. LEON-CARINO EdD, CESO III
Director IV/ Regional Director

ADMIN/MAB/ea
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