



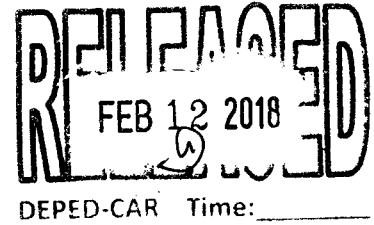
February 12, 2018

Regional Memorandum

053.2018

REGION-WIDE HUMAN RESOURCE ASSESSMENT

**TO: Schools Division Superintendents
 Regional Chiefs/OIC
 Heads, Public Elementary and Secondary Schools
 All Others Concerned**



1. Relative with the crafting of Human Resource Management Development Plan that will serve as a guide and tool in recruitment/selection and human resource development, the Schools Division Offices and Regional Office functional divisions are requested to conduct **Human Resource Assessment using the Human Resource tools from February 12 to March 5, 2018.**
2. The HR Assessment covers the following;
 - HR Profile Inventory
 - Job Analysis Questionnaire
 - Supervisor's Observation Checklist
 - HR Systems Checklist (Awareness)
 - HR Systems Checklist (Existence)
 - HR Health and Wellness Programs (Awareness)
 - HR Health and Wellness Programs (Existence)
3. Expected respondents of the assessment is fifty percent of the total population of SDOs while hundred percent for RO employees.
4. SDOs and RO Functional Divisions are requested to submit the consolidated data at the regional office on or before March 5, 2018.
5. Furthermore, the Seminar on Agency Competency Model and HRMD Plan (Part II and Part III) shall be conducted at Overmar Resort and Hotel, Vigan City on the following new schedules;

		Previous Schedule	New Schedule
1	Part II	Feb. 20 to 23, 2018	March 6 to 9, 2018
2	Part III	March 13 to 16, 2018	April 10 to 13, 2018

6. Participants are those who attended the Part I of this seminar at Brentwood Apartelle, Baguio City last February 7 to 9, 2018 and with the participation of SDOS HRMOs and RO HRMO (**no proxy allowed**).
7. Immediate and widest dissemination of this Memorandum to all concerned is desired.

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 Officer-in-Charge
 Office of the Assistant Regional Director