



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



July 12, 2018  
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DEPED-CAR Time: \_\_\_\_\_

**REGIONAL MEMORANDUM**

No. 221.2018

**LAUNCHING AND ORIENTATION OF THE UNIFIED HRMD PLAN**


TO : Schools Division Superintendents  
All others concerned

- In line with the DepEd-Cordillera Administrative Regions' pursuit to address the challenges faced in terms of competencies of the workforce and the human resource system, the Human Resource Management Development (HRMD) Plan was formulated to serve as a tool for identification of learning needs and development of intervention programs for every employee in the agency and enhancing their competencies in order to perform effectively and efficiently.
- In this regard, the Regional Office through the Human Resource Development Division shall conduct a two (2) day launching and orientation of the Unified HRMD Plan at the NEAP-CAR Conference Hall, Wangal, La Trinidad, Benguet on August 2-3, 2018.
- The activity aims to launch and orient the participants of the Unified HRMD plan.
- The participants to the activity are as follows:

Participants	No. of Pax	Participants	No. of Pax
SDOs (SDS, ASDS, SGOD & CID Chiefs, HRMO, HR-SEPS & EPS II) 7 pax per SDO	56	ESSD ( Cresencio Gamay, Dr. Manuel Dangawen, &Evangeline Malag )	3
RD & ARD	2	FTAD ( EPS)	2
Chiefs of Divisions	8	Finance (Accountants/AOs)	4
CAO	2	HRDD (all Staff)	5
Unit Heads ( LRMDS, Personnel, General Services, Records, Cash, Supply, PSU, Health & Nutrition, Accounting, Budget, NEAP, Legal, PAU, ICT, Physical Facilities)	15	ORD	5
Admin Division – (AOs & ADAS/ADA)	7	PPRD (EPS, Planning Officer, statistician, SEPS & EPS II)	4
CLMD – (EPS & Librarian)	10	QAD (EPS)	3
<b>Total</b>			<b>126</b>

- Participants from the Schools Division Offices are advised to attend Day 1 (Launching) only while participants from the Regional Office are required to attend the 2-day activity.

6. Participants are requested to confirm their attendance to the said activity on or before July 20, 2018 c/o HRDD at email address [hrdd.depedcor@gmail.com](mailto:hrdd.depedcor@gmail.com)
7. Lodging, meals and snacks of participants shall be charged to RO-HRTD funds while other incidental expenses of the participants relative to their attendance to the Launching shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Baguio City and Regional Office are live-out participants. First meal will be dinner of Day 0 while last meal will be PM snacks of Day 2. Check in time of participants starts at 2PM on Day 0 while check out time is 12NN of Day 1.
8. Immediate dissemination of this memorandum to all concerned is enjoined.

  
**MAY B. ECLAR, PhD., CESO V**  
Regional Director