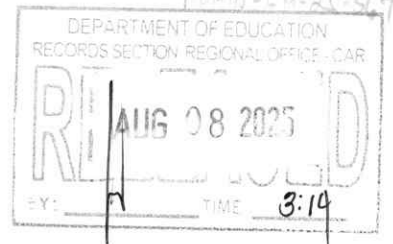




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



06 August 2025

REGIONAL MEMORANDUM
No. 574, 2025

**COORDINATION MEETING OF THE REGIONAL OFFICE AND SCHOOLS DIVISION
OFFICE HUMAN RESOURCE MANAGEMENT OFFICERS (HRMOs) CUM
SEMINAR-WORKSHOP ON THE RECONCILIATION OF
EMPLOYEE INFORMATION DATABASE SYSTEMS**

To: Assistant Regional Director
Schools Division Superintendents
All Divisions
All Others Concerned

1. In line with the Department of Education's thrust toward efficient governance, data-driven management, and digital transformation—as outlined in the Basic Education Development Plan 2030 and DepEd Order No. 29, s. 2022—this Office, through the Administrative Services Division will conduct a Coordination Meeting of the Regional Office and Schools Division Office HRMOs cum Seminar-Workshop on the Reconciliation of Employee Information Database Systems **on August 26 to 29, 2025**. The venue will be announced through a separate memorandum.
2. This activity underscores our commitment to building a strong Human Resource (HR) foundation through the reconciliation of personnel records. It specifically aims to ensure accurate and consistent HR data that supports transparent HR practices, sound decision-making, efficient workforce deployment, and improved governance in the delivery of quality basic education.
3. The participants to this activity are the RO and SDO HRMOs and personnel in charge of the PSIPOP. Enclosed are the list of participants and the indicative program flow/matrix for your reference.
4. Prior to the conduct of the activity, all divisions are requested to ensure that their existing HR data and PSIPOP records are updated and complete. This will facilitate a smoother reconciliation process and allow for more productive sessions during the workshop. All participants are expected to bring the following:
 - a. List of separated employees from January 2024 to present, regardless of the mode of separation. Please include the following details:
 - Name
 - Date of separation
 - Mode of separation
 - b. **Updated PSIPOP** and any other **available HR data**
 - c. Laptop
 - d. Extension wires
5. Board and lodging of participants shall be charged against Regional Office funds, subject to existing budgeting, accounting, and auditing rules and regulations.

6. Participants are expected to check in at the venue not earlier than **2:00 PM on August 26, 2025**, with **PM snack as the first meal**. **Check-out** will be at **12:00 noon on August 29, 2025**, and the **last meal** to be served will be lunch on the said date.

7. For inquiries and clarifications, please contact the Administrative Services Division, Personnel Section through **car.personnel@deped.gov.ph**.

8. For information, guidance and compliance.


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

ASD/PS/msc

Annex A

LIST OF PARTICIPANTS TO THE COORDINATION MEETING OF THE SDO AND RO HRMOs CUM SEMINAR-WORKSHOP ON THE RECONCILIATION OF EMPLOYEE INFORMATION DATABASE SYSTEMS

A. Indicative Program of Activities

Date	Time	Session / Activity
August 26, 2025	2:00 – 5:00 PM	Arrival and Check-in
	6:00 – 7:00 PM	Dinner
August 27, 2025	8:00 – 8:20 AM	Registration
	8:21 – 9:00 AM	Preliminaries Opening/Welcome Remarks Statement of Purpose
	9:01 – 10:30 AM	Session 1: HR Data Governance and PSIPOP Alignment
	10:30 – 10:45 AM	Morning Break
	10:45 – 12:00 NN	Workshop 1: Review of Existing HR Data and PSIPOP
	12:00 – 1:00 PM	Lunch
	1:00 – 3:00 PM	Workshop 2: Data Reconciliation and Updating of PSIPOP
	3:00 – 3:15 PM	Afternoon Break
	3:15 – 5:00 PM	Plenary: Sharing of Challenges and Best Practices
August 28, 2025	8:00 AM to 12:00 PM	Presentation of Division Outputs and Sharing of Challenges and Best Practices
	1:00 PM to 5:00 PM	Digital HR Systems and Database Tools
August 29, 2025	8:00 – 12:00 AM	Finalization of Outputs
	1:00 PM to 2:00 PM	Feedback Session
	2:30 PM to 3:00 PM	Closing Program and Certificate Distribution

B. List of Participants

Participants	No. of Participants
Regional Office	7
SDO Participants: Administrative Officer IV (HRMO II); Administrative Officer II (HRMO I); Personnel in charge of PSIPOP	
Abra	3
Apayao	3
Baguio	3
Benguet	3
Ifugao	3
Kalinga	3
Mountain Province	3
Tabuk	3
Total	31