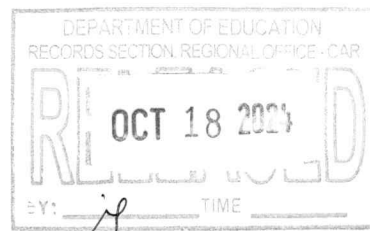




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



October 17, 2024

REGIONAL MEMORANDUM

No. **743.2024**

**COORDINATION MEETING AND WORKSHOP ON  
HUMAN RESOURCE MANAGEMENT**

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

1. Please be informed that a Two-day Coordination Meeting and Workshop on Human Resource Management shall be conducted on October 23-25, 2024. The particular venue shall be announced later through a separate memorandum.
2. Matters to be discussed during the meeting shall be as follows:
  - a. HR concerns in the implementation of DepEd Order No. 5, s. 2024, DepEd Memo No. 53, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload);
  - b. Implementation of the revised guidelines on the grant of vacation service credits for teachers (D.O. 13, s. 2024);
  - c. Review of required documents for travel abroad, application for leave, Reclassification, transfer of station and other personnel transactions;
  - d. Compliance with required monitoring reports on filling up of new and vacant positions;
  - e. Other matters and completion of required monitoring reports
3. Enclosed is the list of participants. Board and lodging of participants and other expenses for the activity shall be charged to Regional Office funds, while travel expenses of participants shall be charged to local funds, subject to budgeting, accounting and auditing rules and regulations.
4. For more details, please contact the Administrative Services Division-Personnel Section thru [car.personnel@deped.gov.ph](mailto:car.personnel@deped.gov.ph).
5. For information, guidance and compliance.

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

ASD/MAB/ea



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Email Address: [car@deped.gov.ph](mailto:car@deped.gov.ph)

 DepEd Tayo Cordillera

 <https://depedcar.ph>



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Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION

Enclosure to Regional Memo No. **743.2024**

LIST OF PARTICIPANTS TO THE COORDINATION MEETING AND WORKSHOP ON  
HUMAN RESOURCE MANAGEMENT

PARTICIPANTS		No.
Estela P. Leon-Cariño – Director IV/Regional Director	Consultant	
Ronald B. Castillo - Director III/Assistant Regional Director	Consultant	1
Cornelia D. Adaci-Dulnuan - Supervising AO (ASD)		1
Marites A. Calica – AO V		1
Eleonora A. Albidas – AO V		1
Lilia A. Banawe – AO IV		1
Elena C. Tawanna – AO IV		1
Dumas D. Aban - AO II		1
Mary O. Mendoza – TCE II		1
Tomasa B. Pis-o – ADAS II -Secretariat		1
Sandra C. Tarem – ADA VI - Secretariat		1
SDO – Abra (HRMO, 2 Administrative Officers/Personnel-Admin)		3
SDO – Apayao (HRMO, 2 Administrative Officers/Personnel-Admin)		3
SDO – Baguio City (HRMO, 2 Administrative Officers/Personnel-Admin)		3
SDO – Benguet (HRMO, 2 Administrative Officers/Personnel-Admin)		3
SDO – Ifugao (HRMO, 2 Administrative Officers/Personnel-Admin)		3
SDO – Kalinga (HRMO, 2 Administrative Officers/Personnel-Admin)		3
SDO – Mt. Province (HRMO, 2 Administrative Officers/Personnel-Admin)		3
SDO – Tabuk City (HRMO, 2 Administrative Officers/Personnel-Admin)		3
<b>Total</b>		<b>35</b>