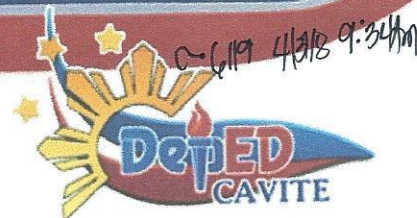




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



April 3, 2018

DIVISION MEMORANDUM
NO. 083, s. 2018

CORRIGENDUM TO DIVISION MEMORANDUM NO. 083 s. 2018
ENTITLED "ORIENTATION OF ALL MUNICIPAL HUMAN
RESOURCE COORDINATORS"

To: Administrative Officer IV – JHS
Administrative Officer II - SHS
Administrative Assistant II – SHS

1. Please be informed that attached herewith are changes in date and venue in the Orientation of All Municipal Human Resource Coordinators.
2. Immediate and wide dissemination of this Memorandum is highly desired.

by: ELIAS A. ALICAYA, JR. Ed.D.
OIC-Assistant Schools Division Superintendent

f CHERRYLOU D. DE MESA
OIC – Schools Division Superintendent f



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Enclosure to Division Memorandum No. 083 s. 2018

DATE:

FROM	TO
April 11, 2018	April 12 – 13, 2018

VENUE:

FROM	TO
Silid Ugnayan, Division of Cavite, Trece Martires City	Bulwagang Tanglaw, Division of Cavite, Trece Martires City



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
Division of Cavite
Trece Martires City, Cavite



Attachment A:

ORIENTATION OF ALL MUNICIPAL HUMAN RESOURCE COORDINATORS

Bulwagang Tanglaw, Division of Cavite, Trece Martires City
April 12 - 13, 2018

Date	Activities	Resource Speaker
Day 1 (April 12, 2018)	7:30 – 8:00	Registration
	8:00 – 8:30	Opening Program
	8:30 – 9:15	Discussion: Procedure Manual (Hiring and Promotion) Ronald Kevin C. Del Rosario Administrative Officer II
	9:15 – 10:00	Discussion: Updated Checklist (Hiring and Promotion) Norita C. Vasquez Administrative Aide VI
	10:00 – 10:15	AM SNACK
	10:15 – 12:00	Discussion: Filling up of forms (Hiring and Promotion) Norita C. Vasquez Administrative Aide VI
	12:00 – 1:00	LUNCH
	1:00 – 2:00	Discussion: Filling up of forms (Hiring and Promotion) Norita C. Vasquez Administrative Aide VI
	2:00 – 3:00	Caselet
		PM SNACK
	3:00 – 4:00	Discussion: D.O 7 and 22 s. 2015 (RQA for ELEM and JHS) Teodoro P. Fulvadora Jr. Administrative Officer II
	4:00 – 5:00	Question and Answer
Day 2 (April 13, 2018)	8:00 – 8:30	Opening Program
	8:30 – 9:30	Discussion: Procedure Manual (Personnel Services) Ronald Kevin C. Del Rosario Administrative Officer II
	9:30 – 10:00	Discussion: Updated Checklist (Personnel Services) Lian Jazzel T. Velasco Administrative Assistant II
	10:00 – 10:15	AM SNACK
	10:15 – 12:00	Discussion: Filling up of forms (Personnel Services) Roel L. Penus Administrative Aide III
	12:00 – 1:00	LUNCH
	1:00 – 2:00	Discussion: Filling up of forms (Personnel Services) Roel L. Penus Administrative Aide III
	2:00 – 3:00	Caselet
		PM SNACK
	3:00 – 4:00	Discussion: D.O 3, 32 s. 2016 and D.O 51 s. 2017 (RQA for SHS) Marinell A. Peñalba Administrative Officer II
	4:00 – 5:00	Question and Answer



(046) 419-1286



depd.cavite@depd.gov.ph



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