

Republic of the Philippines

Department of Education

REGION IV-A SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

MAY 5, 2021

NOTICE OF MEETING

NO. 080, s. 2021

To: OIC, Assistant Schools Division Superintendents

Chief, Curriculum Implementation Division

Chief, School Governance and Operations Division

All Education Program Supervisors

All Public Schools District Supervisors

All Elementary and Secondary School Heads

All Concerned

ORIENTATION MEETING OF SCHOOL HUMAN RESOURCE MANAGEMENT COORDINATORS AND SCHOOL HEADS ON UPDATED HUMAN RESOURCE MANAGEMENT POLICIES AND PROCEDURES

- This Office shall conduct a Virtual Orientation of School Human Resource 1. Management Coordinators and School Heads on Updated Human Resource Management Policies and Procedures on May 11, 2021 (Tuesday), 8:00 a.m. onwards, via Zoom platform.
- 2. The agenda of the said orientation meeting are the following:
 - Discussion on updated Human Resource Management policies and procedures;
 - 2.2 Discussion of other HRM matters
- 3. The following participants are expected to attend to this orientation:
 - All Elementary and Secondary School Heads
 - b. All Elementary, Junior and Senior High School Administrative Officers
 - All Senior High School Administrative Assistant II c.
 - All Junior High School Administrative Assistant II (Verifiers) d.
 - All Administrative Assistant II detailed in District Office e.
 - f. All District Clerks
- The meeting link shall be posted in Facebook groups and messenger group chats of concerned participants.



🤽 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

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5. Below is the program matrix for the said orientation meeting.

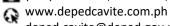
Date / Time	Activity	Resource Person / Facilitator	
May 11, 2021			
	Preliminaries		
8:00 am - 8:15 am	Philippine National Anthem Invocation Cavite Hymn Quality Policy	AVP	
8:15 am - 8:25 am	Opening Remarks	Verna Cabaya Administrative Officer V	
Discussion of Personnel Services			
8:25 am - 8:35 am	Retirement	Angelica Cabral	
8:35 am - 8:50 am	Terminal Leave	Elaine Balen	
8:50 am - 9:05 am	Reclassification	Norita Vasquez	
9:05 am - 9:20 am	ERF/ PAL	Norita Vasquez	
9:20 am - 9:30 am	Preparation of Appointment	May Castano	
9:30 am - 10:00 am	All Leave Application	Lian Jazzel Velasco	
10:00 am - 10:15 am	Health Break		
10:15 am - 10:35 am	Travel Abroad	Roel Penus	
10:35 am - 10:45 am	Reinstatement/ Change of Status	Ronald Kevin del Rosario	
10:45 am - 10:55 am	Processing of Casual Employees	Cora Federoso	
10:55 am - 11:05 am	Processing of Job Order Employees	Cora Federoso	
11:05 am - 11:15 am	Loyalty Cash Award	Maureen Cruzada- Sidocon	
11:25 am -11:35 am	Loan Verification	Roy Edward Constante	
11:25 am - 11:40 am	Request for CTO Leave Credits and Service Credits	Lian Jazzel Velasco	
11:40 am - 11:55 am	Preparation of Form 7	Roel Penus	
11:55 am - 1:00 pm	Lunch Break		
1:00 pm - 1:15 pm	Dropped from the Roll	Roel Penus	
1:15 pm - 1:30 pm	Permit to study and Permit to Teach	Roel Penus	
1:30 pm - 1:40 pm	Service Record	Michelle Masicap	
1:40 pm - 1:50 pm	Issuance of Special Orders including request for transfer	Richelle Panganiban	
1:50 pm - 2:00 pm	GSIS ARA	Richelle Panganiban	





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2:00 pm - 2:15 pm	Inclusion to RPSU including salary adjustment and transfer from other Division	Johnny Matias Jr
2:15 pm - 2:30 pm	NOSI	Johnny Matias Jr
2:30 pm – 2:45 pm	Health Break	
2:45 pm – 3:15 pm	Open Forum	Moderator
3:15 pm -3:30 pm	Closing Remarks	Elaine Balen Administrative Officer IV- HRM

6. Attendance is a must.

> ROMMEL C! BAUTISTA, CESO V Schools Division Superintendent

MCS/**NOM No. 080 s. 2021** 050521-067 /05/05/2021





