



050521-067

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**

1. This Office shall conduct a Virtual Orientation of School Human Resource 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:
 - 2.1 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:
 - a. All Elementary and Secondary School Heads
 - b. All Elementary, Junior and Senior High School Administrative Officers
 - c. All Senior High School Administrative Assistant II
 - d. All Junior High School Administrative Assistant II (Verifiers)
 - e. All Administrative Assistant II detailed in District Office
 - f. All District Clerks
4. 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
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
www.depedcavite.com.ph
deped.cavite@deped.gov.ph

"Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO"



Republic of the Philippines
Department of Education





REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

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

Date / Time	Activity	Resource Person / Facilitator
May 11, 2021		
8:00 am - 8:15 am	Preliminaries 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



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyon Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

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



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
www.depedcavite.com.ph
deped.cavite@deped.gov.ph

“Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO”