



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

May 11, 2021

NOTICE OF MEETING
NO. **087**, s. 2021

To: Assistant Schools Division Superintendents
Chief, Schools Governance and Operations Division
Chief, Curriculum Implementation Division
Selected Education Program Supervisors and Specialists
Selected Public Schools District Supervisors
All Concerned

**ORIENTATION MEETING FOR SELECTED DIVISION PERSONNEL
RE: NEW HRD PROCESS AND TEMPLATES**

1. This Office shall conduct a virtual orientation meeting of selected Division personnel regarding the updated Human Resource Development process and templates on **May 14, 2021 (Friday), 8:30 a.m. to 11:30 a.m.**, via **Google Meet**.
2. The agenda of the meeting are the following:
 - 2.1. review DepEd Order No. 1, s. 2020 and other NEAP-related issuances pertaining to recognition of training programs;
 - 2.2. discuss the updated process in processing training and activity (Gender and Development, Rewards and Recognition) proposals;
 - 2.3. discuss the new forms and other documentary requirements needed; and
 - 2.4. address other relevant matters
3. Listed below are the names of selected personnel from each division:

No.	Name	Position/ Designation
CID		
1	Elpidia B. Bergado	Chief
2	Emily R. Quintos	EPS-Araling Panlipunan
3	Anna Marie Aranzanzo	EPS-Kindergarten
4	Ma. Victoria Maligayo	PSDS
5	Al Jherald Leyson	EPS II-ALS
6	Julie Anne V. Vertudes	PDO II-LRMS
7	Joel Peregrino	PSDS
8	Helen Aure	PSDS
9	Ofelia Arvisu	PSDS
10	Elizabeth Garcia	PSDS



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No.	Name	Position/ Designation
SGOD		
1	Diana P. Topacio	Chief
2	Marlene P. Panganiban	SEPS-SocMob
3	Reniel Patrick S. Tejidor	OIC-EPS/ Planning Officer
4	May Anne Joy Romanes	SEPS-P&R
5	Maria Belen C. Mojica	SEPS-SMME
6	Kristine G. dela Rosa	EPS II-SMME
7	Jeselle Mark Reyes	PDO II-DRRM
8	Neil Ivan P. Lontoc	PDO I-YF
9	Frances Guimpatan	Nurse II
10	Zyrus Klair Velasco	Nurse II
OSDS		
1	Edward Joevan Romen	Supply Officer
2	Selwyn Rom	Supply Staff
3	Joyce Mojica	OIC-Budget Officer
4	Maureen Cruzada	Administrative Officer II
5	Kristine A. Salamat	Registrar I

4. The meeting link shall be sent through the participants' email address or other communication platforms most convenient by May 11, 2021 (Tuesday) afternoon. A representative may attend in behalf of the participants listed above should they have to attend to other virtual meeting or activity of equal importance.

5. Attendance is a must.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ NOM no. 087, s.2021
051121-027/05/10/2021



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