



DIVISION MEMORANDUM

No.160 s. 2019

TO : ALL ELEMENTARY AND SECONDARY SCHOOL HEADS/
PRINCIPALS

FROM : CATALINA P. PAEZ, Ph.D., CESO V
Schools Division Superintendent

DATE : September 23, 2019

SUBJECT : DIVISION SEMINAR ON THE UPDATES OF THE REVISED OMNIBUS
RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE
ACTION (ORAOHRA) AND RECORDS MANAGEMENT PROTOCOLS

The Division of Science City of Muñoz will be conducting a 1-day Seminar on the Revised Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) and Records Management Protocols to be held on October 1, 2019 at the Division Office Conference Hall, Rizal, Science City of Muñoz Nueva Ecija.

The seminar aims to:

Provide updates on the revised rules on appointments;

Understand the policies of the Civil Service Commission regarding Human Resource Management actions;

And supplement additional knowledge on the best practices for Records Management.

Participants of the said seminar shall be all School Heads/ Principal from Elementary and Secondary Schools.

The composition of the Technical Working Committee and Program of Activities are attached herewith as Enclosures No. 1 and No. 2 respectively.

Immediate dissemination of this Memorandum is earnestly desired.

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Enclosure No. 1

**DIVISION SEMINAR ON THE UPDATES OF THE REVISED OMNIBUS RULES ON
APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA) AND
RECORDS MANAGEMENT PROTOCOLS**

TECHNICAL WORKING COMMITTEE

Committee Registration and Attendance:	VENICE ANN D. AVENDAÑO AARON S. SOBREVILLA
Committee Program/ Invitations/ Certificates	ROMA AMOR M. MARZO
Committee on Venue and Foods	ROCEL C. DE GUZMAN
Committee on Documentation	JORGE L. LAROSA, JR LAURENCIO E. CAIMOY
Proponent	STELLA MARIE C. DUMALE EMALYN R. MAGLANOC
Master of Ceremonies	WILLIAM N. BALALA

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Enclosure No. 2

**DIVISION SEMINAR ON THE UPDATES OF THE REVISED OMNIBUS RULES ON
APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA) AND
RECORDS MANAGEMENT PROTOCOLS**

PROGRAM OF ACTIVITIES

DATE	TIME	TOPIC/ ACTIVITY	RESOURCE SPEAKER(S) / PERSON(S) INVOLVED
October 1, 2019	8:00 -8:30	REGISTRATION	VENICE ANN AVENDANO/ AARON S. SOBREVILLA
	8:30 -9:00	Opening Program	WILLIAM N. BALALA Head Teacher I (MNHS Annex)
		Welcome Remarks	CATALINA P. PAEZ, PhD., CESO V Schools Division Superintendent
	9:00 – 12:00	Updates Of The Revised Omnibus Rules On Appointments And Other Human Resource Actions (ORAOHRA)	MAJ. ELEANOR M. PRADO, (RES) Director II (CSC NEFO)
		LUNCH	
	1:00 – 1:30	Ice Breaker	ROMA AMOR M. MARZO
	1:30 – 3:30	Records Management Protocol Seminar	OLIVIA MACASPAC SIBUG Records Officer Deped RO III
	3:30 – 4:00	Closing Remarks	
	4:00 – 5:00	Awarding Of Certificates	

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