

Republic of the Philippines

DEPARTMENT OF EDUCATION

Region III

Schools Division Office
SCIENCE CITY OF MUNOZ

Tel No. (044) 806 -2192 | Fax No. (044) 456-5103



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

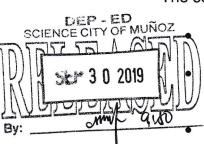
SUBJECT

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.

"Loyal, Excellent, Accountable and Dedicated to Gervice"







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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	



