



Tanggapan ng Pangalawang Kalihim  
*Office of the Undersecretary*

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DEPED MEMORANDUM  
No. **242**, s. 2005

**AUG 17 2005**

2<sup>nd</sup> NATIONAL SEMINAR-WORKSHOP OF OFFICIALS AND EMPLOYEES IN THE  
DEPARTMENT OF EDUCATION INVOLVED IN PERSONNEL ADMINISTRATION

To: Undersecretaries  
Assistant Secretaries  
Bureau/Service/Center Directors  
Regional Directors  
Schools Division Superintendents  
Elementary/Secondary School Principals

1. The Department of Education (DepED), through the Personnel Division, Human Resource Development Service, Central Office, will hold the 2<sup>nd</sup> National Seminar-Workshop of Officials and Employees Involved in Personnel Administration in the DepED on the following dates and venues:

<u>Date</u>	<u>Venue</u>	<u>Participating Regions</u>
Batch 1 - Nov. 7-11, 2005	Davao City	Reg. VII-XII, CARAGA, ARMM
Batch 2 - Nov. 21-25, 2005	Legaspi City, Albay	Reg. I-VI, NCR, CAR

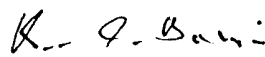
The theme of the seminar-workshop is "**Human Resources in a Changing Society: Balancing Compliance and Development**". This is supportive of the Schools First Initiative.

The First National Conference of Human Resource Management Officers of the Department of Education was held last year in Baguio City.

2. The objectives of the seminar-workshop are:
- Discuss important issues and concerns on personnel actions, mechanisms and benefits down to the school level;
  - Discuss recent Department issuances and Civil Service Commission rules and regulations related to personnel matters;
  - Come up with clear guidelines for uniform implementation in selection, hiring, appointments, leave laws, performance appraisal and other personnel actions and mechanisms down to the school level;
  - Identify best practices among DepED offices that can be used as models;



- e. Strengthen linkages among those involved in personnel administration; and
  - f. Launch the DepED Handbook of Information for personnel administration.
3. Authorized to attend are officials and employees assigned in the central, regional, division, district offices and elementary and secondary schools, who are actually involved in personnel administration such as recruitment, selection, appointments, leave laws and all related personnel matters. Attendance to this seminar-workshop will be on official business.
  4. Registration fee is ₱ 5,500.00 per participant, to cover food and accommodation, conference materials and other incidental expenses, chargeable to the respective local funds and subject to the usual accounting rules and regulations. Participants/committee members from the Central Office shall charge registration fees, traveling and other incidental expenses to OSEC funds. Resource persons/facilitators coming from the different regions who are likewise participants will charge expenses to the funds of their respective offices.
  5. For inquiries, please contact the Officer-In-Charge of the Personnel Division at telephone numbers 633-9345, 636-6546 or at telefax no. 633-6682.
  6. Division offices are requested to submit the names of their participants not later than October 15, 2005 for Batch I and October 31, 2005 for Batch II. Enclosed is the confirmation of regional participants.
  7. Immediate dissemination of this Memorandum is desired.

  
RAMON C. BACANI  
Undersecretary  
Officer-In-Charge

Reference:  
None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES  
OFFICIALS  
SEMINARS  
WORKSHOP