



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region X  
DIVISION OF MISAMIS ORIENTAL  
Velez St., Cagayan de Oro City



Tel Nos.: (088) 856-4454 / (08822) 72-46-15  
Fax No.: (088) 856-4524 / e-mail: [www.depedmisor.net](http://www.depedmisor.net)

August 10, 2015

**DIVISION MEMORANDUM**

No. 264 S, 2015

To : **Public School District Supervisors/Coordinating Principals  
Full-fledge Elementary School Heads  
Secondary School Heads**

This Division

From : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent

Re : **Training-Workshop on Strategic Human Resource Management and  
Development**

1. The Division of Misamis Oriental shall conduct a **Training-Workshop on Strategic Human Resource Management and Development**.
2. *This Training-Workshop for Strategic Human Resource Management and Development aims to:*
  - A. Identify and define the strategic role of HRMD at the school level.
  - B. Orient the school heads as HR practitioners on the roles and responsibilities of HRD in the Division Office and at the school level.
  - C. Assess the School Heads' level of competency in delivering HR functions at the school level
  - D. Plan and anchor a school level HRMD strategic direction through an action plan.
3. Participants of this training workshop are the PSDS, Elementary and Secondary School Heads (Strictly no proxy). Below is the specified time, date, venue and cluster for the said training.

Date	Time	Participants	Venue
September 8, 2015	8:00am-5:00pm	Cluster 1 (Magsaysay-Lagonglong)	To be set
September 9, 2015	8:00am-5:00pm	Cluster 2 (Balingasag-MOGCHS)	
September 10, 2015	8:00am-5:00pm	Cluster 3 (Lugait-Opol)	

4. There shall be a registration fee of Five hundred Pesos (P 500.00) per participant to cover meals and training venue which shall be charged against Local Funds. Travel expenses of the participants shall be charged to Downloaded Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this memorandum is desired.



## TRAINING DESIGN

**Title :** Training-Workshop on Strategic Human Resource Management and Development

**Schedule:** September 8-10, 2015 (1 day per cluster)

**Venue :** To be set

**Description:**

In order to have a strategic direction on Human Resource Management and Development at the school level, the Division of Misamis Oriental shall conduct a training workshop to all the school heads in both elementary and secondary levels. This activity is believed to be of great help among HR practitioners particularly the school heads which would lead them to a clear direction in their management and development towards improving the teachers.

The Division of Misamis Oriental recognizes the need to re-orient the School Heads and provide them with new information on the strategic HRMD at the school level through this Training-Workshop.

**Objectives:**

*This Training-Workshop on Strategic Human Resource Management and Development aims to:*

- A. Identify and define the strategic role of HRMD at the school level.
- B. Orient the school heads as HR practitioners on the roles and responsibilities of HRD in the Division Office and at the school level.
- C. Assess the School Heads' level of competency in delivering HR functions at the school level
- D. Plan and anchor a school level HRMD strategic direction through an action plan.

**Participants:**

The participants are the following:

1. School Division Superintendent	-	1
2. Asst. Schs. Division Superintendent	-	1
3. Secretariat	-	3
4. PSDS	-	14
5. School Heads	-	<u>290</u>
		309

**Budgetary Requirement:**

1. Training Materials:	
Manila paper	(c/o Supply Office)
Pentel pens	(c/o Supply Office)
Bond paper	(c/o Supply Office)
Brown Envelopes	(c/o Supply Office)
8 Rolls of Yarn	(c/o Supply Office)
Cartolinas	(c/o Supply Office)
Tarpaulin	Php 350.00 .00
2. Meals and Training Venue (Php 500/day/pax)	Php 154,500.00
c/o Registration Fee of participants @ 500.00 each	
<b>TOTAL</b>	<b>Php 154,850.00</b>

**Source of Fund:**

Participant's Traveling Expenses: Schools Downloaded Fund/ MOOE

Meals /Training Venue:           Registration Fee of the Participants/Local Funds

Prepared by:



**MARIFE D. BALABA**

SEPS- HRD

Reviewed by:



**RUDY O. MAGDUGO**

Chief, SGOD

Approved:



**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
 Region X-Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
*Del Pilar-Velez St., Cagayan de Oro City*  
 website: [www.depedmisor.net](http://www.depedmisor.net)  
 Contact numbers (08822)724615, (088)8564454



### TRAINING MATRIX

#### Training-Workshop on Strategic Human Resource Management and Development

Morning		
Time	Activity	Person-In-Charge
7:30-12:00	Arrival & Registration	Secretariat
	Opening Program: Pambansang Awit Invocation Welcome Address	Canned Canned Dr. Cherry Mae L. Limbaco, CESO V
	Topic No. 1 & 2: ❖ Levelling of Expectations ❖ Contextualizing the Practice of HRMD in the public Sector ❖ Managing Transitions in Times of Change	Marife D. Balaba Rudy O. Magdugo  Bernadette P. Samaco
	Topic No. 3 & 4: ❖ Strategic HRMD ❖ Organizational Development	Reynaldo S. Cabillan Bernadette P. Samaco
	Topic 5 & 6: ❖ Organizational Design & Workforce Planning ❖ Recruitment, Selection, Placement & Induction (RSPi)	Rudy O. Magdugo Bernadette P. Samaco
Afternoon		
1:00-6:00	Topic 7 & 8: ❖ Management of Learning ❖ Performance Management	Participants Reynaldo S. Cabillan
	Topic 9 & 10: ❖ HR Roles ❖ Employee Relations	Marife D. Balaba Rudy o. Magdugo
	Topic 11 , 12 & 13: ❖ Learning & Development ❖ Career Management ❖ Succession Planning	Marife D. Balaba Bernadette P. Samaco Reynaldo S. Cabillan
	Topic 14 & 15: ❖ HRMD Enabling Mechanism ❖ Closing Program Prayer Impression Challenge Distribution of Certificates	Rudy O. Magdugo Secretariat
	Home Sweet Home	

Prepared by:

  
**MARIFE D. BALABA**  
 SEPS- HRD

Reviewed by:

  
**RUDY O. MAGDUGO**  
 Chief, SGOD

Approved:

  
**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
 Schools Division Superintendent