



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

30 Aug 2022

DIVISION MEMORANDUM  
No. 376, s. 2022

**REVIEW OF POLICIES AND PROGRAMS RELATIVE TO HUMAN RESOURCE  
MANAGEMENT AND DEVELOPMENT (HRMD)**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. Aligned with the Department's vision to continuously improve its services, this Division will conduct a series of review on its policies, programs and records relative Human Resource Management and Development (HRMD), details to wit:

<b>Schedule</b>	<b>Policy, Program or Document to Review</b>	<b>Target Participants</b>
August 31, 2022, 3:00 PM - 4:30 PM	Employee Handbook	School Heads, Section Heads, School HRD Coordinators and Representative/s from employees' associations (e.g. teachers, supervisors, non- teaching personnel 1 <sup>st</sup> level and 2 <sup>nd</sup> level)
September 7, 2022 3:00 PM - 4:30 PM	Policies and Programs on Employees' Welfare	
September 13, 2022 3:00 PM - 4:30 PM	Employees' Personnel Records	
September 20, 2022 2:00 PM - 4:30 PM	HRMD Strategic Plan / Guide	

2. These activities will be conducted virtually, to be facilitated by the Personnel Unit. Inputs from target participants will be collected and noted to improve HRMD policies, programs and records. Link will be provided on the scheduled date to the target participants. Attendance to this activity shall be on a voluntary basis to ensure that classes are not disrupted.



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3. This Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
  
4. Dissemination and attendance to the above-stated activities will be well appreciated.

**OLGA C. ALONSABE, PhD, CESO V**  
Schools Division Superintendent

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

EMPLOYEES

MEETINGS

POLICY

PROGRAMS



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