



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

21 Mar 2023

DIVISION MEMORANDUM  
No. 149, s. 2023

**COORDINATION MEETING WITH HUMAN RESOURCE  
MANAGEMENT OFFICERS (HRMOs) OF SCHOOLS DIVISION OFFICES (SDOs)**

To: **Asst. Schools Division Superintendent**  
**Chief Education Supervisors, CID and SGOD**  
**Administrative Officer V**  
**All Others Concerned**  
This Division

1. Relative to Regional Memorandum No. 134, s. 2023, this office hereby informs the field of the monthly coordination meeting of HRMOs of SDOs every 7<sup>th</sup> day of the month. If the 7<sup>th</sup> day falls on a Saturday, the coordination meeting shall be scheduled earlier, to Friday. If the 7<sup>th</sup> day falls on a Sunday or Monday, the meeting shall be automatically moved to Tuesday. Below is the CY 2023 schedule for the coordination meetings:

MONTH	SCHEDULE
March	March 7, 2023
<b>April</b>	<b>April 7, 2023</b>
May	May 9, 2023
June	June 7, 2023
<b>July</b>	<b>July 7, 2023</b>
August	August 8, 2023
September	September 7, 2023
<b>October</b>	<b>October 6, 2023</b>
November	November 7, 2023
December	December 7, 2023

2. The Personnel Section of the Regional Office shall inform the HRMO the data or reports to prepare at least 3 days before the schedule. Further, for the last month of each quarter, the HRMO shall prepare their Quarterly Report, following the template below:

KEY RESULT AREA	ACCOMPLISHMENT	CHALLENGES ENCOUNTERED	PROPOSED ACTION/ SOLUTION





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

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3. Upon approval of the minutes of these coordination meetings, the same shall be disseminated to the Schools Division Superintendent (SDS) and Administrative Officer V (AO V) to serve as reference. The HRMO are then expected to relay to their counterparts in the schools the important guidelines and procedures discussed.
4. This Office reiterates its observance of the Equal Opportunity Principle (EOP) in all steps being undertaken in its daily operations. 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.
5. Immediate dissemination and compliance of this Memorandum is enjoined.

**VICTOR G. DE GRACIA, JR., PhD, CESO V**  
Assistant Regional Director  
and concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

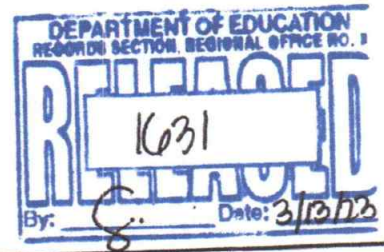
To be indicated in the Perpetual Index  
Under the following subjects:

MEETINGS





Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO



March 02, 2023

REGIONAL MEMORANDUM  
 No. 134, s. 2023

COORDINATION MEETING WITH HUMAN RESOURCE MANAGEMENT OFFICERS  
 (HRMOs) OF SCHOOLS DIVISION OFFICES (SDOs)

To: Assistant Regional Director  
 Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 All Others Concerned

1. To ensure the uniform implementation of guidelines and procedures and the timely identification of challenges and possible corrective action, the Human Resource Management Officers (HRMOs) of the Schools Division Offices (SDOs) are hereby requested to attend the monthly coordination meeting every **7<sup>th</sup> day of the month**. If the 7<sup>th</sup> day falls on a Saturday, the coordination meeting shall be scheduled earlier, to Friday. If the 7<sup>th</sup> day falls on a Sunday or Monday, the meeting shall be automatically moved to Tuesday. For CY 2023, the schedule of coordination meetings shall be as follows:

MONTH	SCHEDULE
March	March 7, 2023
<b>April</b>	<b>April 7, 2023</b>
May	May 9, 2023
June	June 7, 2023
<b>July</b>	<b>July 7, 2023</b>
August	August 8, 2023
September	September 7, 2023
<b>October</b>	<b>October 6, 2023</b>
November	November 7, 2023
December	December 7, 2023

2. The Personnel Section of this Office shall inform the HRMOs the data or reports to prepare at least 3 days before the schedule. For the coordination meeting scheduled on March 7, 2023, the HRMOs are expected to prepare the draft of Plantilla Allocation Lists (PALs) for the implementation of ERFs and Reclassification. For the month immediately proceeding the last month of each quarter, the HRMOs shall prepare their Quarterly Report, following the template provided below:

KEY RESULT AREA	ACCOMPLISHMENTS	CHALLENGES ENCOUNTERED	PROPOSED ACTION/ SOLUTION



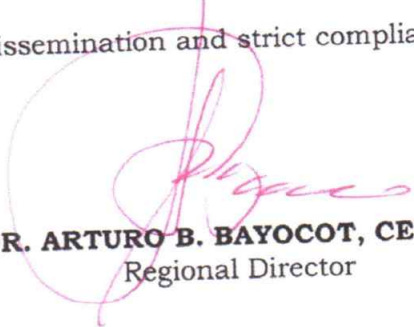
DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
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3. Upon approval of the minutes of these coordination meetings, the same shall be disseminated to the Schools Division Superintendents (SDS) and Administrative Officers V (AO V) to serve as reference. HRMOs are then expected to relay to their counterparts in the schools the important guidelines and procedures discussed.

4. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. 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.

5. This Office directs the immediate dissemination and strict compliance of this Memorandum.



**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: None

Reference: None

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

MEETINGS

RE: Coordination Meeting with HRMOs of SDOs

AD/PS- amma