



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 21, 2023

OFFICE MEMORANDUM

HRDD-2023- **1305**

NEW HRDD OFFICE TEMPLATES

To: Director III
Functional Division Chiefs
All Others Concerned

1. This Office, through the Knowledge Management Team hereby informs all concerned to utilize the new/revised HRDD Office Templates.
2. Enclosed herewith are the new/revised HRDD Office Templates which is accessible at the KMT Drive Folder of HRDD.
 - a. **Certificate of Appearance** RO Activities
(RO-HRDD-014)
 - b. **Certificate of Appearance** CO Develop Programs
(RO-HRDD-039)
 - c. **Certificate of Participation 1-2 days**
(RO-HRDD-014)
 - d. **Certificate of Participation** Non CPD Accredited Programs and Activities (RO-HRDD-009)
 - e. **Certificate of Participation** CPD Accredited Programs and Activities
(RO-HRDD-043)
 - f. **Certificate of Participation** CO Develop Programs
(RO-HRDD-037)
 - g. **Certificate of Recognition** Non CPD Accredited Programs and Activities (RO-HRDD-018)
 - h. **Certificate of Recognition** CPD Accredited PD Programs
(RO-HRDD-042)
 - i. **Certificate of Recognition** CO Develop Programs
(RO-HRDD-038)
 - j. **Certificate of Completion** CO Develop Programs
(RO-HRDD-40)
 - k. **Certificate of Appreciation**
(RO-HRDD-015)
 - l. **PD Program Monitoring Form**
(RO-HRDD-041)
 - m. **Receipt of Training Kits**
(RO-HRDD-026)
 - n. **NEAP Certificate of Unavailability**
(RO-HRDD-032)

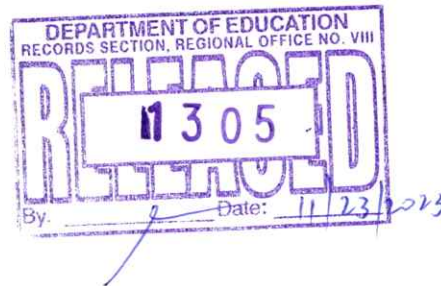


- o. **NEAP RELC Rental Contract**
(RO-HRDD-036)
- p. **Post Travel Report**
(RO-HRDD-017)
- q. **Attendance Sheet 3 Day Whole Day**
(RO-HRDD-013)
- r. **Attendance Sheet 1 Day Whole Day**
(RO-HRDD-020)

3. Immediate dissemination of and compliance with this memorandum is desired.


EVELYN R. FETALVERO CESO IV
Regional Director *fr*

MCP-HRDD-NEAP-R



Enclosures

- a. **Certificate of Appearance** RO Activities
(RO-HRDD-014)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS Government Center, Candahug, Palo, Leyte										
CERTIFICATE OF APPEARANCE										
THIS IS TO CERTIFY that the official/employee/person whose name and office are shown below appeared in the venue and for the purpose as indicated:										
Name	:	_____								
Office/Agency	:	_____								
Inclusive Date/s	:	_____								
Venue	:	_____								
Purpose	:	To facilitate/To conduct/To attend (whichever is applicable) _____								
		Title of the activity _____								
RONELO AL K. FIRMO, CESO V Assistant Regional Director		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Doc. Ref. Code</td> <td style="font-size: small;">RO-HRDD-014</td> <td style="font-size: small;">Rev</td> <td style="font-size: small;">01</td> </tr> <tr> <td style="font-size: small;">Effectivity</td> <td style="font-size: small;">08-04-2023</td> <td style="font-size: small;">Page</td> <td style="font-size: small;">1 of 1</td> </tr> </table>	Doc. Ref. Code	RO-HRDD-014	Rev	01	Effectivity	08-04-2023	Page	1 of 1
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Effectivity	08-04-2023	Page	1 of 1							

- b. **Certificate of Appearance** CO Develop Programs
(RO-HRDD-039)

 KAGAYARAN NG EDUKASYON REPUBLIKA NG PILIPINAS	Republic of the Philippines Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City	 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES National Educators Academy of the Philippines								
Certificate of Appearance										
This certificate acknowledges the active participation and valuable presence of RODEL MALTOS PARADO of DepEd Regional Office VIII during the specified period of the Regional Training of Trainers on Higher-Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics Teachers held at Milka Hotel, Abucay, Tacloban City on August 7-11, 2023.										
EVELYN R. FETALVERO, CESO IV Regional Director		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Doc. Ref. Code</td> <td style="font-size: small;">RO-HRDD-039</td> <td style="font-size: small;">Rev</td> <td style="font-size: small;">00</td> </tr> <tr> <td style="font-size: small;">Effectivity</td> <td style="font-size: small;">08-15-23</td> <td style="font-size: small;">Page</td> <td style="font-size: small;">1 of 1</td> </tr> </table>	Doc. Ref. Code	RO-HRDD-039	Rev	00	Effectivity	08-15-23	Page	1 of 1
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c. **Certificate of Participation 1-2 days**
(RO-HRDD-016)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS Government Center, Candahug, Palo, Leyte			
presents this			
Certificate of Participation			
to			
_____ for having actively participated in the [Title of Activity] conducted on [Date] at [Venue], [Location]. Given this [Date] at [Venue], [Location].			
EVELYN R. FETALVERO, CESO IV Regional Director			
Doc. Ref. Code	RO-HRDD-016	Rev	00
Effectivity	04.03.23	Page	1 of 1

d. **Certificate of Participation** Non CPD Accredited Programs and Activities
(RO-HRDD-009)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS			
Certificate of Participation			
This certificate is presented to			
FERNANDO P. MEDRINA			
for his/her participation during the Capacity Building on RA 9710 (Magna Carta of Women) at Milka Hotel on July 18 to 20, 2023.			
Given at Milka Hotel, <u>Brgy. Abucay</u> , Tacloban City, 20 th day of July 2023.			
EVELYN R. FETALVERO CESO IV Regional Director			
Doc. Ref. Code	RO-HRDD-009	Rev	01
Effectivity	10.10.23	Page	1 of 1



e. **Certificate of Participation** CPD Accredited Programs and Activities
(RO-HRDD-043)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS National Educators Academy of the Philippines Region VIII CPD Provider Accreditation No. PTR-2022-386 Certificate of Participation This certificate is presented to FERNANDO P. MEDRINA <i>for his/her participation during the Capacity Building on RA 9710 (Magna Carta of Women) at Milka Hotel on July 18 to 20, 2023.</i> <i>Given at Milka Hotel, <u>Brgy. Abucay</u>, Tacloban City, 20th day of July 2023.</i> EVELYN R. FETALVERO CESO IV Regional Director			
Doc. Ref. Code	RO-HRDD-043	Rev	00
Effectivity	10/10/23	Page	1 of 1

f. **Certificate of Participation** CO Develop Programs
(RO-HRDD-037)

 Republic of the Philippines Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City  Certificate of Participation This certificate is presented to RODEL MALTOS PARADO for actively participating in the Regional Training of Trainers on Higher-Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics Teachers held at Milka Hotel, Abucay, Tacloban City from August 7, 2023 to August 11, 2023. Given this 11th day of August 2023. <table style="width: 100%;"> <tr> <td style="width: 33%;"> No. of Active Learning Hours: <u>32</u> </td> <td style="width: 33%;"> Professional Standards Covered: (Domain, Strand, and Indicator) </td> <td style="width: 33%;"> PPST Strand 1.5 (P and HP) PPSSH Strand 3.2 (P) PPSS Strand 3.1 (P) </td> </tr> </table> EVELYN R. FETALVERO, CESO IV Regional Director				No. of Active Learning Hours: <u>32</u>	Professional Standards Covered: (Domain, Strand, and Indicator)	PPST Strand 1.5 (P and HP) PPSSH Strand 3.2 (P) PPSS Strand 3.1 (P)
No. of Active Learning Hours: <u>32</u>	Professional Standards Covered: (Domain, Strand, and Indicator)	PPST Strand 1.5 (P and HP) PPSSH Strand 3.2 (P) PPSS Strand 3.1 (P)				
Doc. Ref. Code	RO-HRDD-037	Rev	00			
Effectivity	08/15/23	Page	1 of 1			



- g. **Certificate of Recognition** Non CPD Accredited Programs and Activities (RO-HRDD-018)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS			
Certificate of Recognition			
This certificate is awarded to			
RAMIL P. BINGCO			
<i>in acknowledgment and commendation for his distinguished and invaluable service rendered as Resource Person during the Capacity Building on RA 9710 (Magna Carta of Women) at Milka Hotel on July 17 to 21, 2023.</i>			
<i>Given at Milka Hotel, Abucay, Tacloban City, 21st day of July 2023</i>			
EVELYN R. FETALVERO CESO IV Regional Director			
Doc Ref Code	RO-HRDD-018	Rev	01
Effectivity	10/16/23	Page	1 of 1

- h. **Certificate of Recognition** CPD Accredited PD Programs (RO-HRDD-042)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS National Educators Academy of the Philippines Region VIII CPD Provider Accreditation No. PTR-2022-386			
Certificate of Recognition			
This certificate is awarded to			
GERARDO L. ADTOON			
<i>in acknowledgment and commendation for his distinguished and invaluable service rendered as QAME Monitor during the Regional Training of Trainers on Creative Pedagogies in Teaching Literacy and Social-Emotional Learning (SEL): Instructional Leadership Training (ILT) at Milka Hotel on September 26 - 29, 2023 with 15 PRC Credit Units</i>			
<i>Given at Milka Hotel, Abucay, Tacloban City, 29th day of September 2023</i>			
EVELYN R. FETALVERO, CESO IV Regional Director			
Doc Ref Code	RO-HRDD-042	Rev	00
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i. **Certificate of Recognition** CO Develop Programs
(RO-HRDD-038)

		Republic of the Philippines Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City			
Certificate of Recognition					
This certificate is presented to					
RODEL MALTOS PARADO					
for sharing his/her expertise as Resource Speaker/Subject-Matter Expert at the Regional Training of Trainers on Higher-Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics Teachers held at Milka Hotel, Abucay, Tacloban City from August 7, 2023 to August 11, 2023.					
Given this 11th day of August 2023.					
EVELYN R. FETALVERO, CESO IV Regional Director					
Doc. Ref. Code		RO-HRDD-038		Rev. 00	
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j. **Certificate of Completion** CO Develop Programs
(RO-HRDD-40)

		Republic of the Philippines Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City			
Certificate of Completion					
This certificate is presented to					
RODEL MALTOS PARADO					
in recognition of the successful completion of the requirements in the Regional Training of Trainers on Higher-Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics Teachers held at Milka Hotel, Abucay, Tacloban City from August 7, 2023 to August 11, 2023.					
No. of Active Learning Hours: 32		Professional Standards Covered: <i>(Domain, Strand, and Indicator)</i>		PPST Strand 1.5 (P and HP) PPSSH Strand 3.2 (P) PPSS Strand 3.1 (P)	
EVELYN R. FETALVERO, CESO IV Regional Director					
Doc. Ref. Code		RO-HRDD-40		Rev. 00	
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k. **Certificate of Appreciation**
(RO-HRDD-015)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS	
Certificate of Appreciation	
This certificate is awarded to	
<i>for the active participation in the MATATAG Booth Contest during the 48th DepEd Region VIII Founding Anniversary on July 24, 2023 at DepEd Regional Office VIII Gymnasium.</i>	
<i>Given at DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte, 24th day of July 2023.</i>	
EVELYN R. FETALVERO, CESO IV Regional Director	
Doc Ref Code	RO-HRDD-015
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l. **PD Program Monitoring Form**
(RO-HRDD-041)

 Republic of the Philippines Department of Education REGION VIII - EASTERN VISAYAS			
Program Delivery Monitoring Form			
Program Title			
Implementation Date/s			
Venue			
Program Manager			
Program Monitor			
Critical Parts	Observation/s	Recommendation/s	Remarks
Attainment of program objectives			
• Learning Sessions delivered			
• Reactions of participants during sessions (Kirkpatrick's Model) manifested			
Program Management			
• Management of Learning conducted.			
• Daily Session Evaluation administered.			
• End of Program Evaluation administered.			



• Foods served by Service Provider			
• Participants & PMT accommodated.			
Significant Findings:			

Signature over Printed Name of Monitor

Date of Monitoring: _____

Conformer:

Signature over Printed Name of Program Manager



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: https://region8.deped.gov.ph

Doc Ref Code	RO-HRDD-026	Rev	00
Effectivity	06/20/21	Page	2 of 2

m. Receipt of Training Kits
(RO-HRDD-026)



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

RECEIPT OF TRAINING KITS

Title of Program: (Please input name of the program)

Date Conducted: (Please date the program was conducted)

Venue : (Please venue of the program)

Contents : (Sample) Certificate case (8"x11"), ID jacket with lace, 40 leaves Notebook, blue/black ballpen, zippered long plastic envelop, Program

No	Name	Position	Office	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: https://region8.deped.gov.ph

n. **NEAP Certificate of Unavailability**
(RO-HRDD-032)



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

CERTIFICATION

TO WHOM IT MAY CONCERN:

This is to certify that the Department of Education National Educators Academy of the Philippines-Region VIII (DepEd NEAP-RVIII) cannot meet the specific standards of the resources stipulated in the Detailed Financial Requirement (DFR) of the "_____ " to be conducted by _____ on _____ due to unavailability.

Issued this ____ day of _____, _____ at DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte for procurement purposes of the above-mentioned activity.

Chief, HRDD

o. **NEAP RELC Rental Contract**
(RO-HRDD-036)



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

THIS CONTRACT is made and entered into by and between:

The **DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII (DepEd Region VIII)** through the **NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES (NEAP)**, represented in this Act by _____, in her capacity as the _____ of **DepEd Region VIII**, hereinafter referred to as the "FIRST PARTY;" and

_____, represented by _____, in her capacity as the _____ of _____, hereinafter referred to as the "SECOND PARTY".

WITNESSETH:

WHEREAS, the **DepEd NEAP Region VIII** and _____ hereby agree to enter into a **CONTRACT** under the following terms and conditions:

1. That, the **FIRST PARTY** agrees to lease the following Training Facility/ies for its _____ which will be held on _____.

2. That by this	Training Facility	No. of Persons	No. of Days	Rate per Day	Amount
	TOTAL				

agreement the **SECOND PARTY** binds itself to pay to the **FIRST PARTY** the total amount of the lease/use of the said facility/ies.



p. **Post Travel Report**
(RO-HRDD-017)



Republic of the Philippines

Department of Education
REGION VIII - EASTERN VISAYAS

POST-TRAVEL REPORT

Purpose of Travel	
Date/s of Travel	
Place/s of Travel	
Travel Reference	
Objectives	
Observations/ Learning Gained	•
Recommendations	•

Prepared by:

Name

(Position)

Name

(Position)

Noted:

FD Chief/ Assistant Regional Director



q. **Attendance Sheet 3 Day Whole Day** (with verified true)
(RO-HRDD-013)



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Title of Activity: _____
Venue: _____
Date: _____

ATTENDANCE SHEET

Data Privacy Notice: The Department of Education complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	DepEd EMAIL ADDRESS	Signature (DAY 1) A.M.	Signature (DAY 1) P.M.	Signature (DAY 2) A.M.	Signature (DAY 2) P.M.	Signature (DAY 3) A.M.	Signature (DAY 3) P.M.

Verified TRUE and CORRECT: _____



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-2997
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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r. **Attendance Sheet 1 Day Whole Day**
(RO-HRDD-020)



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Title of Activity: _____
Venue: _____
Date: _____

ATTENDANCE SHEET

Data Privacy Notice: The Department of Education complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. During the course of this activity, we will collect personal information for the purpose of documentation and verification of attendance. Information collected as well as pictures taken during the activity will be stored for as long as necessary, but they will not be shared with any third parties without your consent or any legal basis. By signing in this attendance sheet, you are consenting to the collection, use, and retention of your personal information.

NO.	NAME	POSITION	DepEd EMAIL ADDRESS	Signature (DAY 1) A.M.	Signature (DAY 1) P.M.

Verified TRUE and CORRECT: _____



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-2997
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

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