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

February 16, 2024

OFFICE MEMORANDUM

HRDD-2024- 102

UPDATED 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 HRDD Office templates bearing the new footer with that of the MATATAG and Bagong Pilipinas logo.
2. The document codes and names are listed below for your reference.

- i. RO-HRDD-F001 LDNA
- ii. RO-HRDD-F003 End of Program Evaluation Tool
- iii. RO-HRDD-F004 Learning Session Evaluation Tool
- iv. RO-HRDD-F008 Activity Documentation Report
- v. RO-HRDD-F009 Certificate of Participation 3 days Non CPD
- vi. RO-HRDD-F010 Training Matrix
- vii. RO-HRDD-F013 Attendance Sheet 3 whole day
- viii. RO-HRDD-F014 Certificate of Appearance RO Activities rev 1
- ix. RO-HRDD-F015 Certificate of Appreciation
- x. RO-HRDD-F016 Certificate of Participation 1-2 days
- xi. RO-HRDD-F017 Post Travel Report
- xii. RO-HRDD-F018 Certificate of Recognition Non CPD
- xiii. RO-HRDD-F019 Certificate of Completion
- xiv. RO-HRDD-F020 Attendance Sheet 1 whole day
- xv. RO-HRDD-F026 Training Kit Receipt
- xvi. RO-HRDD-F027 Coaching Plan
- xvii. RO-HRDD-F028 Coaching Completion Report
- xviii. RO-HRDD-F029 Coaching and Mentoring Documentation
- xix. RO-HRDD-F031 Registration Form
- xx. RO-HRDD-F037 Certificate of Participation Co Developed Programs
- xxi. RO-HRDD-F038 Certificate of Recognition Co Developed Programs
- xxii. RO-HRDD-F039 Certificate of Appearance CO Developed Programs
- xxiii. RO-HRDD-F040 Certificate of Completion CO Developed Programs
- xxiv. RO-HRDD-F042 Certificate of Recognition CPD
- xxv. RO-HRDD-F043 Certificate of Participation 3 days CPD Accredited



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

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3. For your guidance and immediate compliance.


EVELYN R. FETALVERO, CESO IV
Regional Director *RF*

HRDD-NEAPR-MCP

