



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

March 7, 2024

OFFICE MEMORANDUM
HRDD-2024- **150**

**CONDUCT OF THE WORKSHOP ON THE REVISION OF OPERATIONS
MANUALS AND ENHANCEMENT OF PLANNING DOCUMENTS
FOR THE REGIONAL OFFICE'S DIVISIONS,
UNITS, AND SECTIONS**

To: Director III
Regional Office Division Chiefs
Unit and Section Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), announces the conduct of the Workshop on the Revision of Operations Manuals and Enhancement of Planning Documents for the Regional Office's Divisions, Units, and Sections on July 9 – 10, 2024 at the RELC-NEAP, Training Hall 2.
2. The activity is designed to (a) revise the Operations Manuals and incorporate the comments and suggestions provided in the Stage 2 audit, and (b) enhance the Planning Documents.
3. The participants in this activity are listed below.

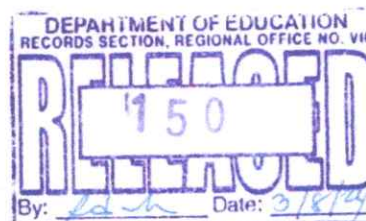
Office / Participants	No. of Participants
Administrative Division	
Chief Education Supervisor	1
- Asset Management Section	2
- Cash Section	2
- Personnel Section	2
- Payroll Services	2
- Records Section	2
- General Services Unit	2
- Procurement	1
Curriculum & Learning Management Division	
OIC – Chief Education Supervisor	1
Education Program Supervisors	8
- Learning Resource Management Section	1
Education Support Services Division	
Chief Education Supervisor	1
- School Health Section	2
- Special Programs & Projects Section	2
- Physical Facilities Section	2

Finance Division	
Chief Administrative Officer	1
- Accounting Section	2
- Budget Section	2
Field Technical Division	
Chief Administrative Officer	1
Education Program Supervisors	2
Human Resource Development Division	
Chief Education Supervisor	1
Education Program Supervisors & Specialists	4
Office of the Regional Director	
- Top Management	2
- Legal Unit	2
- ICT Unit	2
- Public Affairs Unit	2
- ORD & OARD Personnel	2
Policy, Planning & Research Division	
Chief Education Supervisor	1
Education Program Supervisor, Planning Officer, & Specialist	3
Quality Assurance Division	
Chief Education Supervisor	1
Education Program Supervisors	6
Total	65

4. For inquiries and other concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
5. Expenses for meals of the participants and venue rental shall be charged against HRDD Local Funds, subject to the existing accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

HRDD-DSS





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

Enclosure to Office Memorandum HRDD-2024-

**Workshop on the Revision of Operations Manuals and Enhancement of Planning Documents for the
Regional Office's Divisions, Units, and Sections**
RELIC - NEAP, Training Hall 2
July 9 - 10, 2024

Time/Day	Day 1	Day 2
8:00 - 8:30 a.m.	Opening Program	Preliminaries
8:30 - 9:30 a.m.	Presentation of the Stage 2 Audit Results	<i>continuation...</i>
9:30 - 10:30 a.m.	Inputs on OM Revision and Enhancement of Planning Documents	Workshop: OM Revision and Enhancement of Planning Documents
10:30 - 12:00 p.m.	Workshop: OM Revision and Enhancement of Planning Documents	
12:00 - 1:00 p.m.	Lunch	
1:00 - 4:00 p.m.	<i>continuation...</i> Workshop: OM Revision and Enhancement of Planning Documents	Presentation and Critiquing of Outputs
4:00 - 5:00 p.m.	Open Forum Daily Evaluation	Open Forum End-of-Program Evaluation
Officer of the Day	Ms. Gerlec C. Caandoy	Mr. Pee Jay P. Amadore

Prepared by:


DINA S. SUPERABLE
EPS, HRDD

Noted by:


HARVIE D. VILLAMOR EDD
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