



Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City



January 18, 2018

REGIONAL MEMORANDUM

No. 042 s. 2018



**ADDENDUM TO REGIONAL MEMORANDUM NUMBER 546 SERIES 2017 RE:
SUCCESSION PLANNING AND PRIME-HRM ORIENTATION**

To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF THE FUNCTIONAL DIVISIONS**
This Region

1. The field is hereby informed that the conduct of **Succession Planning and PRIME-HRM Orientation** is finally set on January 30- February 1, 2018 at Almont Inland Resort, Butuan City.
2. Participants are requested to bring their laptops, extension wires, flash drives, and pocket wifi.
3. All other provisions of the Regional Memorandum No. 381, s. 2017 are still in effect.
4. For more information, please refer to the attachments.
5. Immediate dissemination of this Memorandum to all concerned is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
OIC-Regional Director

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Republic of the Philippines
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November 28, 2017, 12-4-17

REGIONAL MEMORANDUM

No. 546 s. 2017

**CORRIGENDUM TO THE REGIONAL MEMORANDA NO. 381, 385 & 492
S. 2017 RE: SEMINAR-WORKSHOP ON SUCCESSION PLANNING &
PRIME-HRM ORIENTATION**

To: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEF OF THE FUNCTIONAL DIVISIONS**
This Region

1. The Seminar-Workshop on Succession Planning shall be held on **January 2018** due to unavailability of the Resource Speakers. The venue is still at Almont Inland Resort, Butuan City.
2. The participants to this activity are the **12 Assistant Schools Division Superintendents**, 8 Chiefs of the Functional Divisions, 12 SGOD Chiefs, 12 HRD SEPS, 12 SDOs HRM Personnel, 4 Regional Office HRM Personnel, and 5 Regional Office HRDD Staff.

Group 1	No. of Participants	Group 2	No. of Participants
Siargao Islands Division	4	Agusan del Norte Division	4
Surigao City Division	4	Agusan del Sur Division	4
Surigao del Sur Division	4	Bayugan City Division	4
Surigao del Norte Division	4	Bislig City Division	4
Regional Office HRM Personnel	4	Butuan City Division	4
HRDD Staff	5	Cabadbaran City Division	4
Functional Division Chiefs	8	Tandag City Division	4
		Dinagat Islands Division	4
TOTAL	33	TOTAL	32

3. All other provisions of the Regional Memorandum No. 381, s. 2017 are still in effect.

4. Immediate dissemination of this Memorandum to all concerned is highly desired.

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BEATRIZ G. TORNO, Ph.D., CESO IV
OIC-Regional Director *BT*