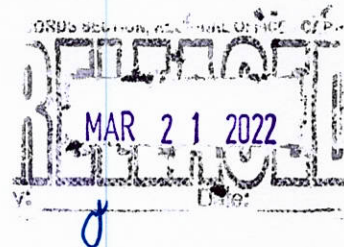




Republic of the Philippines
Department of Education
 CARAGA REGION



March 18, 2022

REGIONAL MEMORANDUM
 No. 0217, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
 ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION HRMOs
 This Region

**CAPACITY BUILDING FOR HRMOs ON RECRUITMENT, SELECTION AND
 PLACEMENT AND INDUCTION (RSPI) AND OTHER PERSONNEL ACTIONS**

1. The Human Resource Management Officers plays a vital role in the delivery of effective and efficient provision of services in the areas of recruitment and selection, personnel administration, compensation and benefits administration and personnel records while ensuring adherence to the standards, rules and regulations in personnel administration of government oversight agencies and managing the employee database and records.
2. In line with the foregoing, a Capacity Building for HRMOs on Recruitment, Selection, Placement and Induction (RSPI) and Other Personnel Actions shall be conducted for the RO and SDO HRMOs to ensure common understanding and adherence to the standards, rules and regulations in personnel administration among the twelve (12) Schools Division Offices in the Region.
3. This 3-day Online Capacity Building for HRMOs originally scheduled on March 29-31, 2021 is moved to **May 11-13, 2022** due to conflict of schedule with other RO activities.
4. Participants to this activity are the Administrative Officers IV (HRMO II) and Administrative Officers II (HRMO I) of the 12 Schools Division Offices as well as the ASD Chief Administrative Officer, Supervising Administrative Officer, RO HRMO, staff of the Personnel Unit and the Regional HRMPSB Members.
5. Confirmation of attendance of the participants shall be sent to <https://bit.ly/3u98TeQ> on or before March 25, 2022.
6. For your guidance and compliance.

[Signature]
MA. GEMMA M. LEDESMA, CESO V
 Director IV
 Regional Director

Encls.: NONE
 Reference: NONE
 To be indicated in the Perpetual Index
 under the following subjects:

BENEFIT EMPLOYEES PERFORMANCE TEACHERS

PER/srp
 10/4/2021



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