



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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November 15, 2021


**DIVISION MEMORANDUM**

No. 269 s. 2021

**SPECIAL CONFERENCE WITH AUTONOMOUS SCHOOLS ON  
HUMAN RESOURCE MANAGEMENT**

To: CID Chief  
Administrative Office V  
HRMO/AO IV  
School Heads  
School HRMO  
All Others Concerned

1. This Office, through the Human Resource Management Office shall conduct a Special Conference with Autonomous Schools on Human Resource Management on November 15, 2021, 10:00 AM at Bulwagan ng mga Guro, Division Office, Catarman, N. Samar.
2. The objective of this activity is to update the status of teaching and non-teaching personnel and submit the needed reports.
3. The expected participants to this activity are ASDS, CID Chief, Administrative Officer V, Division HRMO/AO IV, School Heads and School HRMO.
4. The participants are advised to bring the following:
  - updated plantilla;
  - local plantilla; and
  - matrix of transfer/movement
5. Expenses incurred during the activity shall be charged against Local/Division/School MOOE funds subject to usual accounting and auditing rules and regulations.
6. Strict compliance with the minimum health standards following social distancing, wearing of facemasks, and other health protocols mandated by IATF shall be observed all throughout the conduct of this activity.
7. This Memorandum serves as **Travel Order** of the participants.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAUL D. AGBAN, EdD**  
Schools Division Superintendent 