



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

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March 10, 2022

**OFFICE MEMORANDUM**

No. 073, s. 2022

**SEMINAR-WORKSHOP ON THE FOUR HUMAN RESOURCE SYSTEMS-CUM-  
TEAM BUILDING ACTIVITY FOR SDO PERSONNEL**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
EPSs/PSDSs/PICs  
Resource Package Writers/Editors  
All Others Concerned

1. In line with the recognition of this Schools Division for being compliant with PRIME-HRM Maturity Level II by the Civil Service Commission among the four Human Resource Systems, namely: Recruitment, Selection, and Placement (RSP), Learning and Development (L&D), Performance Management (PM), and Rewards and Recognition (R&R), this Office, through the Human Resource Development Section (HRDS) shall conduct a three-day **Orientation-Seminar on the Four Human Resource Systems on March 14, 15, & 16, 2022 (Batch 1)** and **March 17, 18, & 19, 2022 (Batch 2)** at **Mondejares Resort, Calbayog City**.
2. The objectives of this activity are as follows:
  - a. inform the participants of the four functional Human Resource Systems;
  - b. orient the SDO Key Personnel RSP, L&D, PM, and R&R Policies;
  - c. solicit suggestions to further improve the systems;
  - d. appreciate the achievement of SDO for being PRIME-HRM Maturity Level II-compliant.
3. The participants of this activity are all **SDO Personnel** and **Program Management Team**.
4. Participants are advised to bring their 2021 IPCRF with MOVs.
4. Attached are the list of participants, program management team, and activity matrix. Participants must accomplish the online registration and health assessment checklist through the link <https://tinyurl.com/4HRSystems> to ensure the safety of everyone on or before March 11, 2022.



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5. All involved individuals are advised to observe minimum health standards and follow health protocols of the Inter-Agency Task Force (IATF) and the Department of Health (DOH) before, during, and after the conduct of the activity. Anyone who experiences any COVID19 symptoms or has been exposed to a probable or confirmed COVID19 case before the conduct of the activity shall inform the management for proper coordination.
6. This Memorandum serves as the Travel Authority of the participants.
7. Expenses incurred relative to the conduct of the activity such as meals, accommodation, supplies and materials, and travel and other incidental expenses shall be charged against local funds/MOOE subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAU D. AGBAN, EdD**  
OIC-Schools Division Superintendent

Enclosure to DM \_\_\_\_\_, s. 2022

**SEMINAR-WORKSHOP ON THE FOUR HUMAN RESOURCE SYSTEMS**

March 14, 15, & 16, 2022

Venue: Mondejares Resort, Calbayog City

**ACTIVITY MATRIX**

Time	Day 1
8:00-8:30 AM	Preliminaries
8:30-9:00 AM	Presentation of the four Human Resource Systems
9:00 AM-12:00 NN	
12:00 NN-1:00 PM	LUNCH BREAK
1:00 PM-4:00 PM	Orientation on Recruitment, Selection, and Placement (RSP) Policy
4:00 PM-5:00 PM	
	<b>Day 2</b>
8:00-9:00 AM	Preliminaries
9:00 AM-12:00 NN	Orientation on L&D Policy
12:00 NN-1:00 PM	LUNCH BREAK
1:00 PM-4:00 PM	Orientation on Performance Management Policy
4:00 PM-5:00 PM	
	<b>Day 3</b>
8:00-9:00 AM	Preliminaries
9:00 AM-12:00 NN	Orientation on R&R Policy Workshop/Development Planning for PRIME HRM Level III
12:00 NN-1:00 PM	LUNCH BREAK
1:00 PM-4:00 PM	Team Building Activity
4:00 PM-5:00 PM	

Prepared by:

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Reviewed by: