



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION  
**SCHOOLS DIVISION OFFICE – MARIKINA CITY**

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November 5, 2018

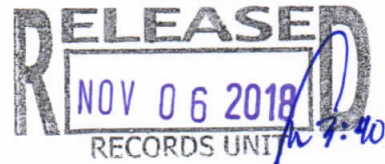
**DIVISION MEMORANDUM**

No. 256 s. 2018

**HRMO 2ND SEMESTER MEETING/FORM 1.2 PBB 2017 VALIDATION**

**To:** Chief Education Supervisors – CID and SGOD  
Elementary and Secondary School Principals  
Officers-In-Charge  
Unit/Section Heads  
Public Schools  
All Concerned

DIVISION OF CITY SCHOOLS  
MARIKINA



1. The field is hereby informed of the **conduct of 2nd Semester Meeting/Validation of Form 1.2 PBB 2017 among HRMO staff and Clerks In-Charge/Teachers In-Charge of HR Matters to be held in AVR, SDO-Marikina on November 7, 2018.**
2. **School Heads are requested to send two (2) participants** (School clerk/teacher in-charge of HR Matters and a member of School Performance Management Team (PMT) who is directly in-charge of the preparation of PBB reports.
3. Meeting Proper regarding HR Matters shall be held in the morning (8am to 11:30am); while, the Validation of Form 1.2 PBB Report shall be done in the afternoon (1pm onwards).
4. **Participants are asked to bring previously distributed clear folders with the checklist of requirements per HR transaction/process (e.g. Retirement, Resignation, Transfer, etc.) and a photocopy of signed Form 1.2 PBB Report.**
5. Immediate and wide dissemination of this Memorandum is strongly desired.

  
**JOEL T. TORRECAMPO**  
Officer In-Charge

Office of the Schools Division Superintendent