



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

Shoe Ave., Sta. Elena, Marikina City
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)
<https://depedmarikina.ph> / (email) sdo.marikina@deped.gov.ph



SCHOOLS DIVISION OFFICE

Marikina City
RECORDS UNIT

September 9, 2019

RELEASED

DIVISION MEMORANDUM

No. 147 s. 2019

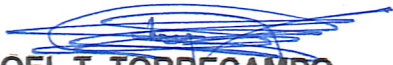
Date: SEP 11 2019 Time: 12:49

By: _____

**PBB 2018 FORM 1.2 VALIDATION/
HRMO CAPACITY BUILDING FOR 2ND SEMESTER**

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

1. The field is hereby informed of the **conduct of PBB 2018 Validation of Form 1.2 and Capacity Building for 2nd Semester among HRMO staff and Clerks In-Charge/Teachers In-Charge of HR Matters to be held on Wednesday, September 11, 2019, AVR, SDO-Marikina.**
2. For the Validation (8AM-11AM Session), School Heads are requested to send two (2) members of School Performance Management Team (PMT) who are directly in-charge of the preparation of PBB reports and two (2) participants (School clerk/ teacher in-charge of HR Matters for the Capacity Building (1PM-5PM Session).
3. Participants for the PBB 2018 Validation are required to bring the **FINAL COPY** of School Level Form 1.2 (signed by School PMT Chairperson and Members) and a photocopy of OPCRf, while participants to the Capacity Building are asked to bring previously distributed clear folders with the checklist of requirements per HR transaction/process (e.g. Retirement, Resignation, Transfer, etc.).
4. Immediate and wide dissemination of this Memorandum is strongly desired.


JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent