



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY
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SCHOOLS DIVISION OFFICE¹
Marikina City
RECORDS UNIT

November 25, 2019

RELEASED

DIVISION MEMORANDUM
No. 203 s. 2019

NOV. Date: 25 2019 Time: 8:46
By: [Signature]

SDO MARIKINA HR IN-CHARGE OF PERSONNEL MATTERS FORUM

To: 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 **Forum among HRMO staff and Clerks In-Charge/Teachers In-Charge of HR Matters to be held in AVR, SDO-Marikina on November 26, 2019.**
2. School Heads are requested to send two (2) participants (School clerk/teacher in-charge of HR Matters).
3. Participants 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.

FOR:

SHERYLL T. GAYOLA
Education Program Supervisor
Officer In-Charge
Office of the Schools Division Superintendent

BY:

ELISA O. CERVEZA
Chief Education Supervisor, CID
Officer In-Charge
Office of the Schools Division Superintendent