



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas



## DIVISION OF CEBU PROVINCE

IPHO Building Sudlon, Lahug, Cebu City

September 25, 2018

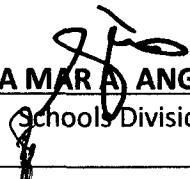
### DIVISION MEMORANDUM

No. 646, s. 2018

#### **CAPABILITY BUILDING OF HR PERSONNEL ON THE PROCESSING OF DOCUMENTS, ORIENTATION OF THE ePDMS, LEAVE/SERVICE CREDITS, CTO AND OFFICE DE QUORUM**

To: **Assistant Schools Division Superintendents**  
**Division Chiefs**  
**Education Program Supervisors/Coordinators**  
**Public Schools District Supervisors/Elem. & Sec. School Heads**  
**Section Heads/Other Concerned Office Personnel**

1. This Office hereby informs the field on the conduct of the **“Capability Building of Human Resource Personnel on the Processing of Documents, the Orientation of ePDMS, Leave/Service Credits, CTO and Office de Quorum”** on **September 26-28, 2018** at DepEd Cebu Province Conference Hall, Sudlon, Lahug, Cebu City. Registration is at 8:00 to 8:55 and the program will start 9:00 A.M. Participants are encouraged to arrive on time.
2. This Capability Building is an initial effort of the division of Cebu Province for the Human Resource Personnel to acquire knowledge about ePDMS, Leave/Service Credits, CTO, Processing of documents and Office de Quorum and be equipped with the necessary knowledge, skills and attitudes in managing the resources of the workplace.
3. Participants are all staffs/Personnel in the Human Resource Section in the Division Office. They are requested to bring laptop and extension wire. Please see attach for the list of participants.
4. This Memorandum serves as **Authority to Travel** of the participants, speakers and the members of the training team.
5. Expenses of the said activity, such as, venue, accommodation, meals and snacks of the participants shall be charged against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.
4. Wide dissemination of and strict compliance of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent

*Educating for a Strong Republic*

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Disbursing Section : (032) 253-7847  
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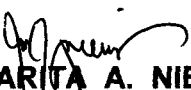


**“Capability Building of Human Resource Personnel on the ORAOHRA, Processing of Documents and the Orientation of ePDMS, Leave/Service Credits and CTO ”  
on September 26-28, 2018**

**LIST OF PARTICIPANTS**

1	RHEA MAE N. JUMAO-AS - ADA VI
2	CHRISTIANREAL C. VERALLO - ADAS II -SHS
3	IMEE ABRIOL - ADAS II -SHS
4	ARIANE ROSE REGIS - ADAS II SHS
5	CZARNIE CONDINO - ADAS II-SHS
6	MARIA CELESTE F. PONTILLAS - ADAS 3
7	MARY JANE GUANZON - ADAS II-SHS
8	RHILYNE LAUDE - ADAS II-SHS
9	JOVELINE A. JARON - ADAS II SHS
10	FRANCIS JOHN MARI ELNAR - ADA VI
11	RODEL NUÑEZA - ADA VI
12	ELDENITA A. NAZARENO - ADAS II SHS
13	CIELO MARIE J. GENERALE – ADAS II/Asst. OIC-HRMO
14	MONINA SARAH M. POMAREJOS – OIC HRMO
15	<b>Training team:</b> MARGARITA A. NIERRA – EPS II-HRD

**Prepared by :**

  
**MARGARITA A. NIERRA, Ed.D.**  
Education Program Specialist II -HRD