



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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January 24, 2019

RECEIVED
 NO. 019-0212
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 BY SECTION

TRAVEL ORDER

No. 100 s, 2019

TO : MS. IRYLL MAE S. MACAHIG
 Education Program Specialist II
 Human Resource Development

OFFICE : SGOD - Division of Negros Oriental

PURPOSE : To attend the **Conference Workshop of the Division HRD Personnel on the Continuing Professional Development (CPD) and Planning of L and D Activities for CY 2019**

DATE OF TRAVEL : January 29-30, 2019

VENUE : DepEd RO – VII Satellite , Dumaguete City

ALLOWED/ CHARGED TO: (Division MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations)

- _____ : Registration/ Transportation and other incidental expenses
- _____ : Transportation
- _____ : Meals and Accommodation
- _____ ✓ : Transportation/Per Diem & other incidental expenses

WILFREDA D. BONGALOS, Ph. D. CESO V
 Schools Division Superintendent



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City




REGIONAL MEMORANDUM

No. 0050, s. 2019

CONFERENCE WORKSHOP OF THE DIVISION HRD PERSONNEL ON THE CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND PLANNING OF L AND D ACTIVITIES FOR CY 2019

To: Schools Division Superintendents (SDSs)
All Others Concerned

1. In line with DepEd – RO VII’s continuing efforts for learning and development, this Office through the Human Resource Development Division (HRDD) will conduct the **Conference Workshop of the Division HRD Personnel and Planning of L and D Activities for CY 2019** on January 29-30, 2019 at the DepEd RO - VII Satellite, Dumaguete City.
2. This undertaking aims to:
 - a. discuss processes and procedures relative to DepEd HR Policies;
 - b. orient the HRD Personnel on the different templates and instructional design in the application for accreditation of proposed CPD program/s;
 - c. draft a sample instructional design for the application for accreditation of proposed CPD program/s; and
 - d. finalize the planned learning and development activities for CY 2019.
3. The expected participants to this activity are the HRD SEPS and EPS II of the 19 Schools Division Offices (SDOs).
4. The participants are required to bring the following:
 - a. 2018 Accomplishment Report and 2019 Professional Development Plan (in MS Excel);
 - b. Sample program/instructional design of learning and development activities;
 - c. Laptop;
 - d. Pocket wifi (if available); and
 - e. Extension cord.
5. All expenses incurred during the conduct of this activity will be charged against the HRD Funds, while traveling and other incidental expenses of participants shall be charged to Local Funds, subject to the accounting and auditing rules and regulations.
6. First meal is breakfast of January 29 and last meal is dinner of January 30, 2019.
7. For more information and inquiries, please contact the HRDD Office at telephone number (032) 412-7324 and look for Mr. Misael G. Borgonia, Chief, HRDD.
8. For proper guidance and compliance.


SALUSTIANO F. JIMENEZ, CESOV
OIC- ASSISTANT REGIONAL DIRECTOR
JULIET A. JERUTA, Ph.D., CESO IV
Director IV

JAJ/STJ/MGB/hds

HRDD 2019

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“EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat”