



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
 www.depednegor.net

Doc. No. 19-0928
 DATE: 21 MAR 2019

March 20, 2019

TRAVEL ORDER
 No. 395, s. 2019

To:

Dr. Dan P. Alar
 Ms. Jian A. Diaz

SEPS
 HRMO Designate

PURPOSE : To attend the Supervised Self-Assessment (Automated System under the PRIME-HRM).

DATE OF TRAVEL: March 21-22, 2019

VENUE/PLACE : 3rd floor Conference Room, DepEd RO VII, Sudlon, Lahug, Cebu 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
- _____ : Per Diems
- _____ : Transportation & other incidental expenses

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



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



URGENT !
MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS
SUBJECT : SUPERVISED SELF-ASSESSMENT
 (Automated System under the PRIME-HRM)
DATE : March 18, 2019

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The Department of Education Regional Office and its nineteen (19) Schools Division Offices are identified by the Civil Service Commission (CSC) Region 7 as one of the priority agencies for assistance in the implementation of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).


In view of this, you are hereby directed to send THREE (3) participants (preferably AO, HRMO, HRD personnel) who are involved and responsible in the implementation of the following : Recruitment Selection and Placement, Performance Management, Learning and Development, and Rewards & Recognition to attend the SUPERVISED SELF-ASSESSMENT (Automated System under the PRIME-HRM) on March 21-22, 2019 at the 3rd Floor Conference Room, DepED RO VII, Sudlon, Lahug, Cebu City.

The duration of the activity is two (2) days, exclusive of travel time. Participants are advised to bring a laptop and be guided by the following provision :

PROVISION	March 21	March 22
Breakfast	✓	✓
AM Snacks	✓	✓
Lunch	✓	✓
PM Snacks	✓	✓
Dinner	✓	✓
Accommodation at DepED Applied Nutrition Center (ANC)	✓	

Travel and other incidental expenses of participants shall be charged against division/local funds, while board and lodging shall be charged against HRTD funds of the Regional Office, both subject to the usual accounting and auditing rules and regulations.

For inquiries and clarifications regarding the activity, please contact Ms. Ida F. Cabantan, Supervising Administrative Officer, Administrative Service Division at (02) 414-7366 or (032) 414-7326.


 SALUSTIANO T. JIMENEZ, LLB, CESO VI