



Division Memorandum
No. 085, s. 2019

TO: OIC-Office of the Schools Division Superintendent
SGOD and CID Staff thru the Chief EPSs
Public Schools District Supervisors/Districts In-Charge
Elementary and Secondary School Heads
District Planning Officers

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**
Schools Division Superintendent

SUBJECT: Two-Day Division Seminar-Workshop on Reconciliation and Harmonization of Division Plantilla vis-à-vis Latest Appointment, Service Records and GSIS Remittances

DATE: February 19, 2019

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1. To update and harmonize the Division plantilla with other important documents like personnel latest appointment, service records and records on remittances especially in the GSIS, this Division is calling for a two-day Seminar-Workshop on Reconciliation and Harmonization of Division Plantilla vis-à-vis Latest Appointment, Service Records and GSIS Remittances on February 27-28, 2019 at a venue to be announced later.
 2. The said workshop is also aimed at improving the delivery of quality personnel services by giving them accurate benefits through updated records.
 3. Participants to this workshop are the District Planning Officers (DPOs), HRMO and other division key personnel.
 4. DPOs are requested to bring the latest appointments and service records of all teaching and non-teaching personnel in the District including those in the IUs and non-IUs, Form 7, laptop, wifi modem, and extension wire.
 5. The activity is a live-in training-workshop. Breakfast on the first day is the first meal while afternoon snacks on the second day is the last to be served.
 6. All expenses including accommodation, meals and snacks, training supplies and materials shall be charged against HRTD Funds subject to the usual accounting and auditing rules and regulations.
 7. Immediate and widest dissemination of this Memorandum is highly enjoined.
 8. For information and guidance of all concerned.