



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

February 2, 2021

DIVISION MEMORANDUM
DM No. 038, s. 2021

FIRST QUARTER CONFERENCE FOR ADMINISTRATIVE OFFICERS II/IV (HRMO I/II-SDO/SCHOOL LEVELS), PERSONNEL IN-CHARGE OF PERSONNEL ACTIONS ON GUIDELINES ON THE IMPLEMENTATION OF RECLASSIFICATION OF POSITIONS, EQUIVALENTS RECORD FORM (ERF), AND OTHER PERSONNEL ACTIONS.

To: Administrative Officer IV/HRMO II, Administrative Officer II/HRMO I, Personnel-In-Charge of Personnel Action and All Other Concerned

1. In reference with Regional Memorandum on Guidelines on the Implementation of Reclassification of Positions, Equivalent Record Form (ERF) and other Personnel Action, all Administrative Officer II/IV (HRMO I/II) and Personnel In-Charge of Personnel Actions are required to attend the first quarter conference to be held via simultaneous PIVOT Youtube live and face to face on February 4-5, 2021.
2. Please see attached memorandum for your information and guidance.
3. Immediate dissemination and strict compliance of the Memorandum is desired.

ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-in-Charge
Office of Schools Division Superintendent

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| DEPED - QUEZON ICT UNIT |
| UPLOADED |
| Date/Time: <u>2/1/2021</u> |
| By: <u>Rommel</u> |
| Ref. no. <u>DM 038, S. 2021</u> |

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0002021-100666

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



January 27, 2021

REGIONAL MEMORANDUM

FIRST QUARTER CONFERENCE FOR ADMINISTRATIVE OFFICERS II/IV (HRMO I/II-SDO/SCHOOL LEVELS), PERSONNEL IN-CHARGE OF PERSONNEL ACTIONS ON GUIDELINES ON THE IMPLEMENTATION OF RECLASSIFICATION OF POSITIONS, EQUIVALENTS RECORD FORM (ERF), AND OTHER PERSONNEL ACTIONS

To: **Schools Division Superintendents**
School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 4, s. 2021, the Administrative Division in this Office shall conduct a two (2) day First Quarter Conference for Administrative Officers II/IV (HRMO I/II – SDOs/School Levels), Personnel In-Charge of Personnel Actions on Guidelines on the Implementation of Reclassification of Positions, Equivalents Record Form (ERF), and Other Personnel Actions to be held via simultaneous PIVOT Youtube live and face to face on February 4-5, 2021.
2. This conference aims to re-orient the Human Resource Management Officers and all personnel in-charge of personnel actions to have a uniform interpretation and implementation process.
3. All participants are requested to register at <http://bit.ly/CONERF2021> on or before February 1, 2021 until 8:00 o'clock in the evening. The link for this activity shall be emailed to the registered participants on February 3, 2021.
4. Immediate dissemination of and compliance to this Memorandum is desired.

WILFREDO E. CABRAL
Regional Director

PERSONNEL SECTION

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Date/Time: 01 FEB 2021
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