



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0281

To: **RELYN B. GALLARDO**
Administrative Officer IV (HRMO II)
Personnel Section
This Division

Subject: ATTENDANCE TO THE KNOWLEDGE SHARING OF BEST PRACTICES ON RECORDS MANAGEMENT AND HEALTH & WELLNESS FOR EMPLOYEES, CHRMP REGULAR MEETING & UPDATES ON CSC POLICIES, RULES AND REGULATIONS WITH THE NEWLY INSTALLED CSC PROVINCIAL DIRECTOR, MS. RUBY A. ESPAÑOLA

Date: 8 NOVEMBER 2023

1. Enclosed is the invitation from the Council of Human Resource Management Practitioners of Davao del Norte relative to the Knowledge sharing of best practices on records management and health & wellness for employees, CHRMP regular meeting & updates on CSC policies, rules and regulations with the newly installed csc provincial director, Ms. Ruby A. Española on 23 November at 8:00 o'clock in the morning as scheduled.
2. It is advised that you shall attend to the foregoing activity, your presence at the meeting is expected, as your insights and contributions for the agency will be valuable to the discussion during the said meeting.
3. Travel and other expenses relative to the foregoing is subject to availability of funds and existing allowable travel expenses of government personnel.
4. For your information and guidance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent



PER/rbg

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Republic of the Philippines
COUNCIL OF HUMAN RESOURCE MANAGEMENT PRACTITIONERS OF DAVAO DEL NORTE
Government Center, Mankilam, Tagum City, Davao del Norte



FOR : THE HONORABLE PROVINCIAL GOVERNOR,
ALL HONORABLE CITY AND MUNICIPAL MAYORS,
HEADS OF NATIONAL GOVERNMENT AGENCIES,
GOVERNMENT FINANCING INSTITUTIONS,
GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS,
DEPED DISTRICTS AND SCHOOLS, STATE UNIVERSITIES AND
COLLEGES, LOCAL WATER DISTRICTS AND OTHER GOVERNMENT
ENTITIES WITHIN DAVAO DEL NORTE

ATTENTION : HUMAN RESOURCE MANAGEMENT OFFICERS,
ADMINISTRATIVE OFFICERS AND OTHER HUMAN RESOURCE
MANAGEMENT PRACTITIONERS

SUBJECT : INVITATION TO THE KNOWLEDGE SHARING OF BEST PRACTICES
ON RECORDS MANAGEMENT AND HEALTH & WELLNESS FOR
EMPLOYEES, CHRMP REGULAR MEETING & UPDATES ON CSC
POLICIES, RULES AND REGULATIONS WITH THE NEWLY
INSTALLED CSC PROVINCIAL DIRECTOR, MS. RUBY A. ESPAÑOLA

DATE : OCTOBER 18, 2023

OCT 18 2023

11:12 AM

MISAIL SALIE
Support Staff

We wish to inform you that the Council of Human Resource Management Practitioners (CHRMP) Davao del Norte Chapter will conduct the following activities, to wit:

1. Knowledge Sharing of Best Practices on Records Management and Health & Wellness for Employees
2. Updates on CSC Policies, Rules and Regulations
3. Regular Meeting

It is scheduled at LGU Carmen, Davao del Norte on 23 November 2023 at 8:00 o'clock in the morning. The specific venue will be announced on the succeeding communications.

There will be a Registration Fee of One Thousand Pesos (P1,000.00) to defray expenses including input materials and certificates. Moreover, it will be greatly appreciated if confirmation of attendance will be received by the Secretariat on or before November 17, 2023 through mobile no. (0920-974-5783), email address phrmo@davaodelnorte.gov.ph and/or through the CHRMP Chatgroups.

In this regard, may we humbly request for your usual collaboration and support by allowing your Human Resource Management Officers, Administrative Officers and other Human Resource Practitioners to attend the said activity.

Thank you very much.

Very truly yours,

EDWIN A. PALERO, MPA, MHRM
President, CHRMP DavNor

Noted by:


DIR. RUBY A. ESPAÑOLA
Director II, Civil Service Commission
Davao del Norte Field Office