



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

October 12, 2018

TRAVEL ORDER

No. 1374s. 2018

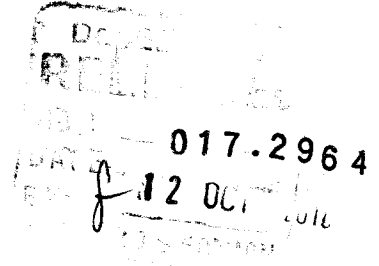
MS. LANI B. YURONG
AO IV/OIC-AOV

MS. JIAN DIAZ
Admin. Asst. II

MS. MAE ANN SUASIN
Admin. Asst. III

MS. ROSEMARIE CIMA FRANCA
ADAS 1

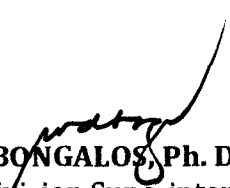
This Office



You are hereby informed of your attendance to the Summit on Administrative Concerns and Employee Benefits on October 15-17, 2017 at Reyna's Haven and Gardens, New Calceta Street, Cogon, Tagbilaran City.

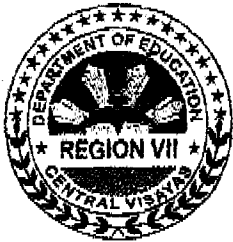
Travelling/transportation and other incidental expenses incurred will be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.


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

10/12/18

WDB/LBY/bing



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



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REGIONAL MEMORANDUM

NO. 752 s. 2018

n. 10/11/18

SUMMIT ON ADMINISTRATIVE CONCERNS AND EMPLOYEE BENEFITS

To : Schools Division/City Superintendents of Region VII
All Others Concerned

1. The Department of Education Regional Office through the Administrative Service Division (ASD) in its mandate to provide an effective and efficient frontline services and ensure prompt and accurate implementation and processing of employees benefits and privileges will conduct a *Summit on Administrative Concerns and Employee Benefits* on October 15-17, 2018 at Reyna's Haven and Gardens, New Calceta Street, Cogon District Tagbilaran City.
2. The activity aims the following objectives :
 - a. *Equip the participants with necessary updates on GSIS, PHILHEALTH, CSC and other policies in relation to employee benefits and privileges;*
 - b. *Address issues and concerns pertaining to personnel actions, such as application for leave, authority to travel abroad, retirement, terminal leave, certificate of last payment (CLP) and ERF/reclassification;*
 - c. *Update and enhance forms pertaining to reclassification, Certificate of Last Payment (CLP) and other forms related to personnel actions; and*
 - d. *Discuss and resolve all other relevant issues and concerns.*
3. The participants of this activity are the following:

Regional Office: CAO Administrative Service Division, Supervising Administrative Officer, Attorney IV, Administrative Officer V(HRMO III), Administrative Officer V(Records Officer), Administrative Officer IV-HR, Teachers' Credentials Evaluator, Personnel/Payroll Services Staff ;

Schools Division Offices: Schools Division Superintendent (SDS)/ Assistant Schools Division Superintendent (ASDS)/or representative, Administrative Officer V, HRMO II and personnel in-charge of GSIS, PAG-IBIG, PHILHEALTH, BIR, Provident, Retirement, reclassification and other personnel actions.

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321


" EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat "



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4. Participants can check-in time is **2:00 PM of Monday, October 15, 2018** while check-out shall be **12:00 PM of Wednesday, October 17, 2018**. First meal to be served on the first day shall be lunch while last meal to be served on the third day shall be lunch.
5. Food, accommodation, venue and other expenses shall be chargeable against Regional MOOE funds while transportation and other incidental expenses of Division participants shall be chargeable against their division local funds subject to the usual accounting and auditing rules and regulation.
6. Participants to this activity shall pre-register by submitting the names to represent their division thru a phone call at 255 -1313 and look for **Marites Jose** or an email thru **sanchezbrazil@gmail.com** on or before **October 12, 2018**. Failure to pre-register shall be deemed as waiver for the provision of accommodation. Each participant shall be required to bring a laptop, an extension cord, and a portable WIFI device.
7. For immediate dissemination and compliance.


JULIET A. JERUTA, Ph.D., CESO IV
 Director IV
 Regional Director

RDJAJ/ARDSTJimenez/ChiefVVG/ms.lda
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“ EFA 2015: Kanapatan ng Lahat, Pananagutan ng Lahat ”

MATRIX

SUMMIT ON ADMINISTRATIVE CONCERNS AND EMPLOYEE BENEFITS

October 15-17, 2018

Reyna's Haven and Gardens, New Calceta Street, Cogon District, Tagbilaran City, Bohol

Time	Day 1 October 15, 2018	Day 2 October 16, 2018	Day 3 October 17, 2018
6:00AM - 7:00AM	ARRIVAL & REGISTRATION	BREAKFAST	
7:00AM - 8:00AM		Morning Praise/Energizer	
8:00AM - 9:00AM		GSIS updates (Issues and Concerns)	Updates on Provident Fund and Processing of ERF/Reclassification
9:00AM - 10:00AM			Updates on HR Guidebook
10:00AM - 11:00AM			Other Personnel Matters (Issues and Concerns)
11:00AM - 12:00AM			Closing Program
12:00AM - 1:00PM	LUNCH BREAK		
1:00PM - 2:00PM	Opening Program	Updates on PhilHealth benefits and privileges (Issues and Concerns)	DEPARTURE (Homeward Bound)
	Setting the Tone/ House Rules		
2:00PM - 3:00PM	CSC Updates on Policies and Guidelines		
3:00PM - 4:00PM	Updates/Reorientation on the different kinds of leave benefits/privileges	Updates on Pag-ibig benefits and privileges (Issues and Concerns)	
4:00PM - 5:00PM	Updates: Processing of Retirement, Terminal Leave, Travel Abroad, Certification of Last Payment (CLP), payroll related issues and concerns		
5:00PM - 5:30PM	Clearing House		

*Note: Day 0 on October 14, 2018 for DepED Regional Office staff only



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*Lani Mae
hi-ai Myong*