



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent



May 22, 2024

OFFICE MEMORANDUM

No. 050, s. 2024

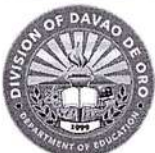
TO : **LYNNETTE P. BANAYO**
Administrative Officer II
This Division

SUBJECT : **DESIGNATION ORDER**

FROM : 
CRISTY C. EPE CESO V
Schools Division Superintendent 

- 1) In the exigency of the service and in view of the Official Business of Mrs. Luz E. Comonal, Administrative Officer IV, for her attendance to the CCHRMP Synergy Enhancement Activity at Kitaotao, Bukidnon on May 23-24, 2024, you are hereby informed of your designation as Officer-In-Charge in the Office of the Human Resource Unit, on the above-mentioned dates.
- 2) As such, you are tasked to ensure continuous operation of the Office in providing efficient and effective administrative services.
- 3) For and on behalf of the Administrative Officer IV (HRMO), you shall sign the following documents:
 - a) Leave of application (CS Form 6) for the Rank and File (Office of the SDS);
 - b) Working papers for salary claims computation.
- 4) This designation is in addition to your usual duties and functions as Administrative Officer II and shall automatically cease upon the return to duty of Mrs. Comonal from the said travel.
- 5) Please be guided accordingly.

cc.: **LUZ E. COMONAL**
Administrative Officer IV



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
Contact No. 0951-387-1728 (TNT); 0915-399-7779 (Globe)
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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

Office of the Schools Division
Superintendent


MEMORANDUM

TO¹ : Public Schools District Supervisor
District Coordinating Principals
Secondary School Heads
CCHRMP Members

SUBJECT : **ATTENDANCE TO THE CCHRMP SYNERGY
ENHANCEMENT ACTIVITY**

DATE : May 13, 2024

- 1) Attached is the letter from Lara Zaphire Kristy N. Bermejo, President, ComVal Council of Human Resource Management Practitioners, Inc. (CCHRMP) relative to the conduct of Synergy Enhancement Activity on May 23-24, 2024 at DM's Mountain View, Kitaotao, Bukidnon.
- 2) Presence of all DepEd CHRMP active members as of December 31, 2023 is encouraged to attend the activity.
- 3) Meals and accommodation shall be taken cared of by the Council while per diem and travel expenses of Division Office Personnel in attendance to the above activity shall be charged to Division MOOE, while District and School personnel will be charged to respective local funds or MOOE fund of the school, subject to the usual accounting and auditing rules and regulations.
- 4) Immediate dissemination of this memorandum is directed.


CRISTY C. EPE CESOV
Schools Division Superintendent

Encl.: As stated

Reference:

PN: CCHRMP Activity (May 23-24, 2024)



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