



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

21 OCT 2024

No. 029, s. 2024

**UPDATING OF HR MATTERS WITH HRMU-COUNTERPARTS IN SCHOOLS**

To: Assistant Schools Division Superintendent  
Public Elementary and Secondary School Heads  
Administrative Officer IIs  
Administrative Staff In-Charge of HR  
All Others Concerned

1. The Human Resource Management Unit shall conduct orientation on the updated government issuances relating to Human Resource. This meeting aims to keep the Administrative Personnel in the field to be updated on the new issuances to guide them and the employees within their schools.
2. The said meeting-orientation will focus on the following:
  - Overview of DepEd Order No. 13, s. 2024 or the Revised Guidelines on the Grant of Vacation Service Credits for Teachers
  - Orientation of DepEd Memo No. 26, s. 2024 or the Computation of Public School Teachers' Proportional Vacation Pay for School Year 2023-2024
  - Harmonization of HR processes
  - Other concerns related to Human Resource
3. The meeting-orientation shall be conducted on October 22, 2024, 2:00 PM at the Human Resource Management Unit Office to be attended by School Administrative Officer IIs and Administrative Staff In-Charge of HR.
4. For information, dissemination and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None

Reference:

To be included in the Perpetual Index  
Under the following subject:

HR Meeting

OSDS HRMU JMP/Updating of HR Matters  
075/October 21, 2024



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