



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

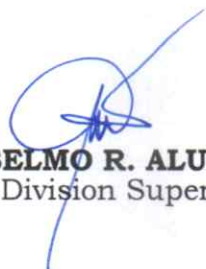
No. 076, s. 2026

30 JAN 2026

**CONVERGENCE OF HUMAN RESOURCE MANAGEMENT OFFICERS AND
OTHER PERSONNEL IN-CHARGE OF PERSONEL ACTIONS**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
Concerned Public School Heads
School Administrative Officer IIs
All Others Concerned**

1. This Office hereby disseminates Regional Memorandum No. 118, s. 2026 or Convergence of Human Resource Management Officers and Other Personnel In-Charge of Personnel Actions.
2. Attached is the list of the employees who are going to attend and employees who will man the HRMU, for reference.
3. This Memorandum serves as your Authority to Travel.
4. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

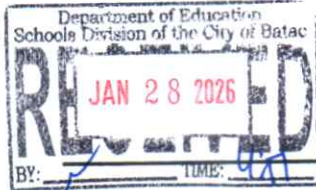
Encl.: None
Reference: RM No. 118, s. 2026
To be included in the Perpetual Index
Under the following subject:

MEETING OFFICERS
OFFICIALS POSITIONS
REPORTS

OSDS HRMU JMP/Convergence of HRMO
2601685/0009/January 27, 2026

**LIST OF SDO PERSONNEL PARTICIPANTS AND
AOII WHO WILL MAN THE HRMU**

OFFICE	NAME	POSITION
OSDS – HRMU	JADLEY MEL P. PISO	Administrative Officer IV (HRMO)
OSDS – HRMU	MAYLENE D. YASAY	Administrative Officer II (Payroll Officer; In-Charge of PSIPOP)
OSDS – HRMU	FLORDELIZA D. AGCAOILI	Administrative Assistant III (In-Charge of Reclassification)
OSDS – HRMU	GIDEON B. BONIFACIO	Administrative Assistant III (In-Charge of Travel)
OSDS – Admin	FERNALD B. ARIBUABO	Support Service Personnel (Driver)
Tabug ES	JAYVIE B. SUILEN	Administrative Officer II (Tuesday)
Baligat ES	KRISTEL JHOY M. ARCEGA	Administrative Officer II (Tuesday)
Parangopong ES	MELPHA L. TABUNAN	Administrative Officer II (Wednesday)
BNHS	ROJANIE JOY J. SACUBO	Administrative Officer II (Wednesday)



Republic of the Philippines
Department of Education
REGION I

REGIONAL MEMORANDUM

No. 118, s. 2026

To: All Schools Division Superintendents
DepEd RO I Administrative Division Proper Personnel
DepEd RO I Personnel Section Personnel
DepEd RO I Payroll Section Personnel (Mr. Bernardo H. Alcantara, Jr.,
Mr. Rhinehart L. Natividad, Mr. Jayson M. Ornido)

CONVERGENCE OF HUMAN RESOURCE MANAGEMENT OFFICERS AND OTHER PERSONNEL IN-CHARGE OF PERSONNEL ACTIONS

1. The Department of Education, Regional Office No.1 through the Administrative Division-Personnel Section will be conducting the Convergence of Human Resource Management Officers (HRMOs) and Other Personnel In-Charge of Personnel Actions at the National Educators' Academy of the Philippines Region I (NEAP RI), San Vicente, City of San Fernando, La Union on February 3-4, 2026.
2. The agenda of the activity are the following concerns:
 - a. Presentation of the Accomplishment Report of Admin. Personnel Section
 - b. Expanded Career Progression (ECP)
 - Updates
 - Effectivity of NOSCA versus Appointment Date
 - Checklist of Documentary Requirements (DO 24, s. 2025)
 - Assessment Concerns
 - c. Personnel Action Matters (*Recurring issues and concerns*)
 - Timely submission of travel abroad
 - Submission of quarterly filling-up data
 - Timely Updating of PSIPOP and GMIS
 - Additional Documentary Requirements required by DBM RO I
 - d. Payroll Concerns - Integration of ECP and 3rd Tranche
 - e. Other Matters
3. In line with this activity, this Office cordially invites the Schools Division Office Human Resource Management Officer (*Administrative Officer IV*), Person-In-Charge on Personnel Actions (*PSIPOP, Travel, Reclassification*), the Person-In-Charge of Payroll to attend the said meeting. Strictly no Proxy allowed.
4. Attached is Program of Activities, for reference. Moreover, kindly access the link for the List of Participants and indicate their names at [LIST OF PARTICIPANTS.docx](#).
5. First Meal to be served is lunch on Day 1, and last meal is PM Snacks on Day 2.
6. This Memorandum serves as your Authority to Travel. Travel expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.



Republic of the Philippines
Department of Education
REGION I

LIST OF DEPED REGIONAL OFFICE I PARTICIPANTS

OFFICE	NAME	POSITION
Office of the Regional Director	Dir. Tolentino G. Aquino	Director IV
Office of the Regional Director	Dir. Rhoda T. Razon	Director III
Human Resource Development Division	Dr. Dinah C. Bonao	Chief Education Supervisor
Administrative Division	Atty. Rhea Joy L. Carbonell	Chief Administrative Officer
Administrative Division	Ramon O. Caniezo	Supervising Administrative Officer
Administrative Division – Personnel Section	Georgina N. Nerida	Administrative Officer V
Administrative Division – Personnel Section	Laarni Grace F. Madayag	Administrative Officer IV
Administrative Division – Personnel Section	Herminia F. Anwoju	Teacher Credentials Evaluator II
Administrative Division – Payroll Unit	Bernardo H. Alcantara, Jr.	Administrative Officer II
Administrative Division – Personnel Section	Nenita S. Ducusin	Administrative Assistant II
Administrative Division – Personnel Section	Rhinehart L. Natividad	Administrative Aide VI
Administrative Division – Personnel Section	Jayson M. Ornid	Administrative Aide VI
Administrative Division – Personnel Section	Anthony A. Gaspar	Administrative Aide III
Administrative Division – Personnel Section	Hannah Claire L. Luna	Administrative Aide I

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Department of Education
 REGION I

7. Be guided accordingly.

For the Regional Director:

ATTY. RHEA JOY L. CARBONELL
 Chief Administrative Officer
 Administrative Division

Encl.: As Stated

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

MEETING OFFICERS OFFICIALS POSITIONS REPORTS

ADS/PS/hfa/RM_ConvergenceHRMOs

January 28, 2026



Flores St., Catbangen, City of San Fernando, La Union

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