



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
82 Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



FEB 23 2018

RELEASED

DIVISION MEMORANDUM

No. 80, s. 2018

**Addendum to Division Memorandum No. 75, s. 2018 Entitled  
Crafting of Internal Policies on Selection, Appointment,  
Promotion and Designation of School Heads, Teaching,  
Related Teaching, and Non-Teaching Personnel**

To: **All Public Schools District Supervisors (PSDS)  
Public Secondary School Heads  
School Personnel Selection Board**

1. Please be informed that there will be a crafting of internal policies on selection, appointment, promotion and designation of school heads, teaching, related teaching, and non-teaching personnel through lecture and focus group discussion on 27 February 2018 at SDO Conference Hall, 3<sup>rd</sup> floor.
2. **Additional participants for SESSIONS 1 & 2 ONLY** will be as follows: (1) all Public Secondary School Heads or any representative from the School Personnel Selection Board; (2) all Public Schools District Supervisors; and (3) Personnel involved on Appointments and other Human Resource Actions.
3. For program matrix, please refer to Enclosure No. 1 of this Memorandum, respectively.
4. Immediate and wide dissemination of this Memorandum to all concerned is required.

  
**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
 82 Military Cut-Off, Baguio City  
 Tel. No.: (074) 442-7819/446-1488 Fax: (074) 442-7819



Enclosure No. 1 of Division Memorandum No. \_\_\_\_\_, s. 2018

### PROGRAM MATRIX

TIME	27 February 2018 DAY 1 (SDO Baguio Conference Small Hall)	28 February 2018 DAY 2 (Outside Baguio, to be announced)
8:00 – 8:15	Preliminaries	Preliminaries
8:16 – 9:00	Session 1 : CSC 2017 Omnibus Rules on Appointments and other Human Resource Actions	Session 3 : Revisit guidelines on performance and experience; outstanding employee awards' and innovations
9:01– 10:00		
10:01 – 10:30	Health Break	Health Break
10:31 – 11:00	Session 2: CSC technical assistance on PRIME-HRM	Continuation on outstanding accomplishments: research and development projects; publication and authorship
11:01-12:00		
12:01 – 1:00	Lunch	Lunch
1:01 – 2:00	Travel time	Continuation on outstanding accomplishments: consultant/resource speaker in trainings/seminars
2:01 – 3:00		Session 4 : Internal guidelines on education and training
3:01 – 3:30		Other PSB Matters
3:30 - 4:00		
4:00 - 5:00		
6:00-7:00		Dinner