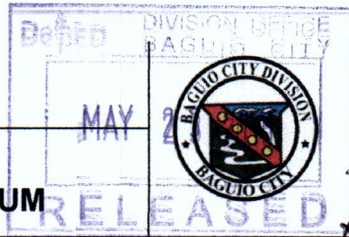




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**Title of Form**  
**DIVISION MEMORANDUM**



Document Code: TLF-OSDS-OASDS-007  
 Revision: 00  
 Effectivity date: 11-20-2018

**Name of Office:**  
**OSDS-OFFICE OF THE ASDS**

Office of the Superintendent  
 Division Memorandum Number 219, s. 2019

**NOTICE OF MEETING**  
**Re: FOLLOW-UP ON PRIME HRM ACTIVITIES**

To: **Arthur Tiongan**, Division Chief-SGOD  
**Nieves D. Ebanio**, Admin. Officer V  
**Ma. Louella Moncada**, Admin. Officer IV  
**Jovelyn T. Balantin**, SEPS-HRD  
**Asuncion Saguid**, EPSII

1. Relative to the recommendations raised during the Exit Conference with the CSC-CAR, there will be a meeting on **May 24, 2019, 9:00AM** at the Division Office Conference Hall.

2. The following agenda will be presented:

Item	Presenter
I. 1 <sup>st</sup> Performance Review: Rewards and Recognition and Learning and Development ( <i>Budget, Plan</i> )	SGOD
II. Flow Charts A. Recruitment Selection and Placement B. Learning and Development C. Rewards and Recognition D. Performance Management	Administrative Unit } SGOD
III. Equal Opportunity Policy	For discussion
IV. Background Investigation Template	Personnel Unit
V. Other Issues	

3. For compliance.

**FEDERICO P. MARTIN, EdD, CEEd, CESOV**  
 Schools Division Superintendent