





Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



UNNUMBERED MEMORANDUM:
OSDS-PER-UM-09-12-2023/MBL

TO : Public Schools District Supervisors/OIC
Elementary & Secondary School Heads
All Others Concerned

FROM : 
SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent 

SUBJECT : **SEMINAR-WORKSHOP ON LEAVE ADMINISTRATION**

DATE : September 12, 2023

1. Attached is the Catanduanes Council of Human Resource Management Practitioners (CCHRMP) invitation letter re: Seminar-Workshop on Leave Administration on September 20-21, 2023.
2. School Heads are advised to send at least one (1) participant preferably non-teaching personnel In-Charge of Leave/Form 7.
3. A registration fee of Php2,000.00 per participant shall be charged to local funds/school MOOE subject to the availability of funds.
4. For information and guidance.

MBL/UM-Seminar-Workshop on Leave Administration
080/September 12, 2023



San Roque, Virac, Catanduanes
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DepEd.Tayo-Region V - Catanduanes

SOCORRO V. DELA ROSA
Schools Division Superintendent
Division of Catanduanes
Vicac, Catanduanes

Dear Ms. DELA ROSA

We are pleased to announce the conduct of Seminar-Workshop on Leave Administration on **September 20-21, 2023** via face-to-face. This course aims to provide participants with proper and updated understanding of the principles, policies and guidelines governing the **Omnibus Rules on Leave Administration**. Please find below the details of the program.


Seminar-Workshop on Omnibus Rules on Leave Administration	
Target Participants	Heads of Agencies Managers/Supervisors Human Resource Management Practitioners Government Employees All interested participants
Investment Fee	2,000.00 (per participant) Inclusive of <ul style="list-style-type: none">• 2 Lunch• 4 Snack• Seminar Kits
Where to register	Registration shall be done at CCHRMP L&D Secretariat through: Ms. Ma. Ada I. Condeno Contact # 09088841521 E-mail Address mariaadacondenoo@yahoo.com
Deadline of Registration and Payment	September 19, 2023
Venue	CatSU Auditorium
Learning Objectives	By the end of the 16-hour Seminar-Workshop on Omnibus Rules on Leave Administration, participants will be able to fully understand principles, policies and guidelines on Omnibus Rules on Leave and apply it on their respective workplace.
Mode of Payment	Thru: <ul style="list-style-type: none">• Bank (Check Deposit) Bank Name: DBP Acct. Number: 00-5-01455-605-3 Acct. Name: CCHRMP• GCASH GCASH Number: 09610269282 Account Name: Kim Christian V. Nazareno


We look forward to seeing your employees at this learning and development intervention.

Very truly yours,

MA. SIONNE MAY T. CRISPINO
Administrative Officer V, HRMS

Noted:


KIM CHRISTIAN V. NAZARENO
Administrative Officer V, LGU San Andres
CCHRMP President


ENIDA B. ABORDO
Director II
CSC FO-Catanduanes
CCHRMP Adviser

DAY 1

(A.M.)

PART I. Registration

PART II. Opening Program

- Prayer _____ AVP
 - Philippine National Anthem _____ AVP
 - Welcome Remarks/ _____ **KIM CHRISTIAN V. NAZARENO**
Overview of the Seminar-Workshop Administrative Officer V (HRMO III)
LGU San Andres, Catanduanes
President, CCHRMP
 - Presentation of Participants _____ **TERESA T. DELA ROSA**
Administrative Officer V
Provincial Engineering Office
Secretary, CCHRMP
 - Inspirational Messages _____ **PATRICK ALAIN T. AZANZA, PhD, JD**
SUC President III or His Authorized Representative
- Health Break

(P.M.)

Part III. Seminar-Workshop Proper

TOPICS

- Time and Service to Government Office hours
- Overview of Leave Privileges
- General Types of Leave
- Flexible Working Hours
- Recording of Work Hours
- Special Leave Privilege
- Special Emergency Leave and Study Leave

DAY 2 Continuation of Seminar-Workshop

(A.M.)

- Terminal Leave
- Maternity Leave, Paternity Leave & Adoption Leave
- Monetization
- Extension of Service
- Overtime
- Compensatory Overtime Credits
- Open Forum

(P.M.)

- Management of Learning
 - Open Forum
- Health Break

Part IV. Closing Program

- Prayer _____ AVP
- Awarding of Certificate to the Speaker/s _____ CCHRMP Officers
- Distribution of Certificates to the Participants, CCHRMP Officers
- Photo Opportunity
- Message of Thanks/Closing Remarks _____ **MA. ADA I. CONDENO**
Supervising Administrative Officer
LGU Pandan, Catanduanes
Vice-President, CCHRMP
- Singing of Awit ng Serbisyo Sibil _____ AVP