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RECORDS SECTION

Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

15 March 2023

DIVISION MEMORANDUM
No. 087, s. 2023

DESIGNATION OF SDO-ANNEX HUMAN RESOURCE MANAGEMENT COORDINATOR

To: Assistant School Division Superintendent
Chiefs of Division, CID and SGOD
Administrative Officer V
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. To realize the efficient implementation of Human Resource Management (HRM) in the field, each SDO-Annexes shall designate a Human Resource Management Coordinator.
2. The designated SDO-Annex HRM Coordinator shall be an Administrative Officer II (AO II) and shall serve for at least two (2) years unless earlier revoked or recalled in the exigency of service.
3. The designated SDO-Annex HRM Coordinators shall perform the following functions:
 - a. coordinate with SDO-Human Resource Management Office;
 - b. disseminate HRM related information, policies, guidelines, etc. from Division Office to other AO II in the SDO-Annex;
 - c. verify and sign the monthly Form 7 of the SDO-Annex;
 - d. consolidate the SDO-Annex HRM related reports; and
 - e. act as secretariat during the conduct of district ranking.
4. The SDO-Annex HRM Coordinators are as follows:

DISTRICT	NAME
Aliaga	Jay-Ar A. Soledad
Bongabon	Catherine Bulandos
Cabiao	Jobelle Dela Cruz
Carranglan	Abegail Nidoy
Cuyapo East	Deceree M. Valino
Cuyapo West	Miriam A. Ildefonso
Gabaldon	Criselda Somera
Gen. M. Natividad	Mark Donald A. Mariano
Gen. Tinio	Arlyn B. Bautista
Guimba East	Annilen Decio
Guimba West	Trixia Tiongson
Jaen North	Robinson Galvez
Jaen South	Mercy Grace C. Cruda
Laur	Rhoda Balbin
Licab	Miriam D. Semacio
Llanera	Juliana G. Caging
Lupao	Jackie Lou Andrada



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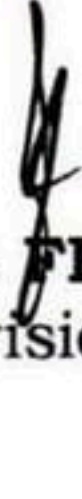


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Nampicuan
Palayan City
Pantabangan
Peñaranda
Quezon
Rizal
San Antonio
San Isidro
San Leonardo
Santa Rosa North
Santa Rosa South
Santo Domingo
Talavera North
Talavera South
Talugtug
Zaragoza

Gladys Jane Casiano
Zoilo A. Dumlao
Mida Mae R. Agustin
Louie D. Roxas
Shiela Paez
Marlyn D. Sindanum
Dennis L. Padilla
Ria Abergas
Loradel E. Paderes
Marilou G. Cunanan
Vya G. Reyes
Floyd Cabacungan
Monalie P. Dela Cruz
Jonalyn G. Bartolome
Regie E. Irineo
Benjamin G. Ontoy, Jr.

5. Immediate dissemination of this Memorandum is desired.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Encl.: None

References: None

To be included in the Perpetual Index

under the following subjects:

COORDINATOR

HUMAN RESOURCE MANAGEMENT

DESIGNATION