



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 09 2026

MEMORANDUM
No. 415, s. 2026

**HUMAN RESOURCE PERFORMANCE MANAGEMENT STEWARDS
CONVERGENCE WORKSHOP**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum no. 661 s. 2026 titled "**HUMAN RESOURCE PERFORMANCE MANAGEMENT STEWARDS CONVERGENCE WORKSHOP**", dated August 17, 2026, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects
SCHOOL TRAINING
AFS/ Human Resource Performance Management Stewards Convergence Workshop
415 September 7, 2026

NUM-2026-415

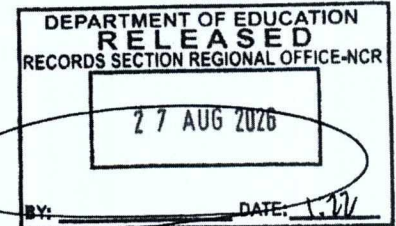


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5600-415



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



August 17, 2026

REGIONAL MEMORANDUM

No. 661 s. 2026

RECEIVED BY:
[Signature]
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

To: Schools Division Superintendents
Senior Education Program Specialist (HRDS)
HRDD Performance Management Focal Persons
All Others Concerned

**HUMAN RESOURCE PERFORMANCE MANAGEMENT STEWARDS
CONVERGENCE WORKSHOP**

1. In accordance to DepEd Order No. 2, s. 2015 otherwise known as the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, this Office through the Human Resource Development Division, shall conduct the above-captioned subject on **October 13-16, 2026, at the NEAP RELC Marikina City.**
2. The activity is envisioned as a venue for the HRDS and HRDD performance management focal persons to converge, share experiences and good practices, surface implementation issues and challenges, harmonize processes, and identify responsive strategies for the effective implementation and monitoring of performance management programs across the Region.
3. Specifically, the activity aims to:
 - a. **Strengthen HRDS/HRDD capacity** for effective implementation, monitoring, and technical assistance on performance management programs.
 - b. **Facilitate knowledge exchange** of experiences, good practices, innovations, and lessons learned to enhance performance management processes.
 - c. **Address common issues and harmonize practices** by identifying gaps, challenges, and aligning monitoring mechanisms across SDOs.
 - d. **Promote collaboration and actionable recommendations** among regional and division focal persons to improve implementation, technical assistance, and policy support.
4. The participants to the activity shall include personnel the Regional Office and Schools Division Offices, as follows:



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PARTICIPANTS	NUMBER
Regional Office Program Management Team a. HRDD-NEAP b. PPRD c. Representative from RPMT Secretariat	6
SDO HRDS Performance Management Focal Persons	16
Resource Persons/Facilitators	3

5. In case of suspension of work during the conduct of this activity, participants shall be entitled to **Compensatory Time-Off (CTO)** in accordance with **CSC and DBM Joint Circular No. 2, s. 2004**. Likewise, **overtime pay** may be granted to Technical Assistants and Contract of Service (COS) personnel who render services beyond regular working hours, pursuant to **CSC Memorandum Circular No. 30, s. 1999** (Rules on Overtime Services) and **DBM Budget Circular No. 2004-5A** (Guidelines on the Payment of Overtime Services).
6. Board and lodging, as well as other incidental expenses incurred in this activity, shall be charged against the Regional Office MOOE, while transportation expenses of SDO participants shall be charged against SDO local funds, subject to the usual accounting and auditing rules and regulations.
7. Please refer to the enclosed Indicative Program Matrix for the program flow.
8. Immediate dissemination of this Memorandum is directed.

JOCELYN DR ANDAYA

Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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Enclosure: **Indicative Program Matrix**

TIME	ACTIVITIES	IN CHARGE/RESOURCE PERSON
DAY 1 October 13, 2026		
8:00AM -9:00 AM	Travel Time and Arrival	
9:00 AM-9:30 AM	Registration	PMT
	PRELIMINARIES -Nationalistic Song -Prayer -NQMS -Acknowledgement of Participants -Statement of Purpose -Inspirational Message	PMT Hajji R. Palmero CES, HRDD-NEAP JOCELYN DR ANDAYA <i>Regional Director, NCR concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations</i>
9:30am-10:30am	Session 1: From Compliance to Commitment: Strengthening RPMS and PMES for Sustainable Educational Leadership	
10:30am-12:00nn <i>22 minutes and 30 seconds per presenter</i>	Presentation on Performance Management Best Practices Batch 1: Caloocan, Malabon, Navotas, Valenzuela	
12:00nn-1:30pm	LUNCH BREAK	
1:30pm-2:30pm	Session 2: Deepening Session on the Performance Management and Evaluation System (PMES): Pathways to Career Progression and Leadership Readiness	
2:30pm-4:00pm <i>22 minutes and 30 seconds per presenter</i>	Presentation on Performance Management Best Practices Batch 2: Pasig, Mandaluyong, Marikina, San Juan	
4:00pm-4:30pm	Day's Highlights Key Takeaways	SDO Pasay SDO Muntinlupa
4:30pm-5:00pm	Reminders & QAME	PMT
DAY 2 October 14, 2026		
8:00AM -8:30 AM	Prayer Morning Exercise MOL Introduction	Assigned Group
8:30 AM-10:30 AM	Session 3: Monitoring, Coaching, and Mentoring: Safeguarding Employee Welfare and Elevating Professional Growth	



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10:30am-12:00nn <i>22 minutes and 30 seconds per presenter</i>	Presentation on Performance Management Best Practices Batch 3: Pasay, Makati, Manila, Quezon City	
12:00nn-1:00pm	LUNCH	
1:30pm-2:30pm	Closing the Loop: Why Monitoring Performance Management Cycle Matters in DepEd	RHEA EDEN
2:30pm-4:00pm <i>22 minutes and 30 seconds per presenter</i>	Presentation on Performance Management Best Practices Batch 4: Muntinlupa, TAPAT, Paranaque, Las Pinas	
4:00pm-5:00pm	Day's Highlights Key Takeaways Reminders & QAME	SDO Malabon SDO Marikina PMT
DAY 3 October 15, 2026		
8:00AM -8:30 AM	Prayer Morning Exercise MOL	Assigned Group
8:30 AM-10:00 AM	Workshop 1: Revisiting Office Functions and Job Descriptions and IPCRF	RO & Group 1-4
10:00am-10:15am	SNACKS	
10:15am-12:00nn	Group Presentation	RO & Group 1-4
12:00nn-1:00pm	LUNCH	
1:00pm-3:00pm	Workshop 2: KRA, JD, IPCRF Alignment Writeshop	RO & Group 1-4
3:00pm-3:15pm	SNACKS	
3:15pm-onwards	Cont' Workshop 2: KRA, JD, IPCRF Alignment Writeshop	RO & Group 1-4
DAY 4 October 16, 2026		
8:00AM -8:30 AM	Prayer Morning Exercise MOL	Assigned Group
8:30 AM-10:00 AM	Cont' Workshop 2: KRA, JD, IPCRF Alignment Writeshop	RO & Group 1-4
10:00am-10:15am	SNACKS	
10:15am-12:00nn	Cont' Workshop 2: KRA, JD, IPCRF Alignment Writeshop	RO & Group 1-4
12:00nn-1:00pm	LUNCH	
1:00pm-3:00pm	Group Presentation	RO & Group 1-4
3:00pm-3:15pm	SNACKS	
3:15pm-onwards	Closing Program QAME Travel Time / Homebound	RO & Group 1-4



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TECHNICAL SPECIFICATIONS FOR THE PROVISION OF BOARD AND LODGING

Activity Title	HUMAN RESOURCE PERFORMANCE MANAGEMENT STEWARDS CONVERGENCE WORKSHOP
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Date	Estimated Number of Pax	Target Venue	Accommodation
October 13-16, 2026	25	NEAP Facility	Live-In

I. Number of Days: **4 days and 3 nights**

II. Desired Venue: **NEAP Facility.**

III. Type of Accommodation:

✓ **SINGLE BED** Rooms

✓ **No extra bed on the floor**

✓ With good supply of linen, blankets, and towels (shall be changed daily if requested by the participant)

✓ **Availability of drinking water (bottled, glass or water dispenser) in each bedroom or hallway**

✓ Check-in date and time: **October 13, 2026, 2:00p.m.**

✓ Check-out date and time: **October 16, 2026, 2:00p.m.**

Meals		DAY 1	DAY 2	DAY 3	DAY 4
First Meal: AM Snack (October 13, 2026) Last Meal: PM Snack (October 16, 2026)	Breakfast		/	/	/
	AM Snacks	/	/	/	/
	Lunch	/	/	/	/
	PM Snacks	/	/	/	/
	Dinner	/	/	/	
Snacks: Heavy Snacks with drinks on Day 1 (All other days either bread or noodles with drinks) Breakfast: 2 main dishes, rice, bread, fruits, hot coffee, or tea Lunch: 3 main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice dessert: fruit salad and drinks. Dinner: 3 main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice dessert: fruit salad and drinks. Note: In case we have Muslim participants (separate Halal food is requested)					



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Send the end user a menu to choose from prior the conduct of the activity.

IV. Technical Requirements

- 1 Deployment of 24/7 Security Personnel to ensure safety and orderliness within the premises.
- 2 Availability of personnel trained in first aid, with immediate access to a nearby hospital or ambulance for emergency response.
- 3 Provision of a strong and stable internet connection to support seamless communication and online processes.
- 4 Assignment of a standby Audio-Visual Presentation (AVP) operator to manage technical requirements during sessions.
- 5 Assurance of excellent audio-visual presentation quality, including sound clarity and projection standards.
- 6 Maintenance of a clean and orderly conference hall arrangement conducive to learning and collaboration.
- 7 Regular upkeep of comfort rooms and accommodation facilities to ensure cleanliness and sanitation.
- 8 Strict enforcement of the rule: No cats inside the mess and conference hall to maintain hygiene and professionalism.

Prepared by:

RHEA B. EDEN

Education Program Supervisor