



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CEBU PROVINCE  
Sudlon, Lahug, Cebu City



November 27, 2017

**DIVISION MEMORANDUM**  
NO. 828, s. 2017

**One-Day Orientation/Seminar of the 2017 Omnibus Rules on Appointments & Other Human Resource Actions (ORAOHRA) of the Civil Service Commission (CSC)**

**TO: Assistant Superintendents  
Chiefs/EPSs/Coordinators/SEPSs/ EPS IIs  
Public Schools District Supervisors/OICs  
Secondary/Elementary/Integrated School/s Heads/TICs  
All Others Concerned**

1. This Office hereby announces the conduct of the **One-Day Orientation/Seminar of the 2017 Omnibus Rules on Appointments & Other Human Resource Actions (ORAOHRA) of the Civil Service Commission (CSC) on December 5 & 6, 2017 (Tues & Wed)** at DepEd Ecotech Center Pavilion, Sudlon, Lahug, Cebu City.

2. Participants are all principals, TICs/schools heads (both elementary and secondary schools) and Public Schools District Supervisors of the Division. Southern Cebu (1<sup>st</sup>, 2<sup>nd</sup>, 7<sup>th</sup> legislative districts and selected 3<sup>rd</sup> Congressional District municipalities/Barili, Aloguinsan and Pinamungajan) participants are scheduled on December 5<sup>th</sup> (Tuesday) while participants from Northern Cebu (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> legislative districts and the remaining schools in the 3<sup>rd</sup> Congressional District/Balamban, Asturias and Tuburan) are directed to come on December 6, 2017 (Wednesday).

3. The learning event generally aims the following:

3.1 To orient and get familiarize on the different forms of the CSC as regards to appointments and other human resource actions that will be compulsorily used effective January 2, 2018;

3.2 To get acquainted and appreciate on the new rules on appointments and other human resource actions that govern the preparation, submission of, and other actions to be taken on appointments and other personnel/human resource movements; and

3.3 To practice the filling-up of those new forms of the CSC to ensure 100 percent accuracy and further prevent the disapproval of appointments.

4. This Memorandum serves as Travel Authority of the above-mentioned participants. For further inquiries about the "2017 ORAOHRA Orientation-Seminar," please send such inquiries to **DR. VICTOR A. YBAÑEZ (SEPS-HRD)** using the email address: [v\\_ybanez@yahoo.com](mailto:v_ybanez@yahoo.com).

5. Travelling expenses of the participants shall be charged to the Schools' MOOE. Expenses for the food or meals/snacks, (lunch and two snacks only), venue rental and other related/incidental costs for this orientation/seminar shall be charged to the Division's HRTD/MOOE Funds, subject to its availability as well as the usual accounting and auditing rules or regulations.
6. For further information about this learning event, please see the enclosed training matrix.
7. Wide dissemination of and strict compliance of this Memorandum is hereby directed.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent 

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*Enclosure to Div. Memo # \_\_\_\_\_*

**Title of Activity/Event: One-Day Orientation/Seminar of the 2017 Omnibus Rules on Appointments  
 & Other Human Resource Actions (ORAOHRA) of the Civil Service Commission (CSC)**  
**Number of Pax: 1197 Date/s: December 5 & 6, 2017 (Dec. 5<sup>th</sup>/Southern Cebu; Dec. 6<sup>th</sup>/Northern Cebu)**  
**Venue: DepEd Ecotech Center, Sudlon, Lahug, Cebu City**

Activities/Group	Time	Duration	Person/s Responsible/Speaker
Registration	6:59-7:59AM	60 mins.	Training Team/OD
National Anthem	8:00-8:02AM	3 mins.	Multimedia/National Anthem (Instrumental, no pictures in the screen)
Sugbo Hymn	8:02-8:04AM	2 mins.	Multimedia
Prayer	8:04-8:06AM	2 mins.	Multimedia
Words of Welcome/Message	8:06-8:10AM	5 mins.	DR. RHEA MAR A. ANGTUD (SDS)
House Rules	8:10-8:13AM	5 mins.	Training Team
Roll Call (By district/municipality)	8:13-8:16AM	3 mins.	Training Team
Leveling of Expectations/Statement of Purpose/Rationale	8:16-8:20AM	5 mins.	Training Team
Introduction/Familiarization of the Different/New CSC Forms	8:20AM-12:00 Noon	3 hrs. & 40 mins.	Mrs. Jenny C. Bacang (HRMO IV)
<b>LUNCH BREAK</b>			
GENERAL POLICIES ON APPOINTMENTS/PROMOTION OF TEACHERS AND NON-TEACHING STAFFS	1:00-3:00PM	120 mins.	DR. ESTERA A. FUTALAN (ASDS)
OTHER HUMAN RESOURCE ACTIONS	3:01-4:01	60 mins.	DR. VICTOR A. YBAÑEZ (SEPS-HRD)
	3:01-3:30PM	29 mins.	CLOSING PROGRAM
			HAVE A NICE TRIP BACK HOME!

Prepared by \_\_\_\_\_

**VICTOR A. YBAÑEZ, DM, EDD, PhD**  
**SEPS-HRD**  
 vay/2017