



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

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| DepEd, Division of Zamboanga Sibugay | |
| RECORD SECTION | |
| NO: 865208 | TIME: 10:30 AM |
| BY: _____ | DATE: 19 Feb 2026 |
| RELEASED | |

18 February 2026

OFFICE MEMORANDUM

No. 045, s. 2026

TO : RENZ ROY A. RAMOS, AO IV(HRMO) – Personnel
 IVY C. ADVENTO, AO II – Personnel
 ROSALIE F. SAN DIEGO, AO II – Personnel
 ROMMEL L. GUSTILO, AO II – Personnel
 CHARLYN O. BURLAT, AA III, Administrative Assistant III
 JULIUS ROMEO DY, AA III, Administrative Assistant III

**ATTENDANCE TO THE COUNCIL OF PERSONNEL OFFICERS (CPO)
 TEAM CAPACITY BUILDING EXPOSURE**

1. In reference to the letter received by this Office from the Civil Service Commission (CSC) – CPO Zamboanga Sibugay Chapter signed by Director III, Atty. Mario Jose T. Cunting dated 02 February 2026, the abovenamed nonteaching personnel are hereby authorized to attend such activity on March 11 to 14, 2026 in the Provinces of Bukidnon.
2. Registration fees, travel and other expenses related to this activity are charged to the regular MOOE subject to the usual accounting rules and regulations.
3. For guidance and reference.

VIRGILIO P. BATAN JR., CESO V
 Schools Division Superintendent

Encl. As stated

Reference: None

To be included in the perpetual index under the ff. subjects:
 CAPACITY BUILDING CPO

ZS-DM-SGOD-HRD-2026-02-045-0
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RE: *CPO Team Capacity
Building Exposure*
x ----- x

02 February 2026

SDS Virgilio P. Batan, Jr., CESO V
Department of Education
Division of Zamboanga Sibugay
Ipil, Zamboanga Sibugay

Dear **SDS Batan**:

Greetings!

We are writing in behalf of the Council of Personnel Officers (CPO), Zamboanga Sibugay Chapter, as it spearheads a quite elaborate program that will surely enhance the knowledge and skills of our human resource practitioners in line with the current thrust of advocating *strategic* human resource management and development.

In our continuing effort of enriching the manner our HR practitioners and Administrative Officers approach their day-to-day obligation, we relentlessly seek best practices from which we can benchmark our own practices. In addition, we also endeavor to create an environment of good camaraderie among our members by providing an atmosphere conducive to open communication and exchange of good HRM practices.

Hence, we continually conduct activities that introduce new ways of approaching human resource management in the public sector. For this purpose, we shall be embarking on an activity that will surely enhance the competencies of our HRMPs as we visit and hope to benchmark best HRM practices, through a **team capacity building exposure**, in two (2) notable local government units in the Mindanao region – ***Maramag and Manolo Fortich, both in the Province of Bukidnon (Northern Mindanao).***

This activity shall be conducted for a period of four (4) days, inclusive of travel time, from **11-14 March 2026**. In addition to courtesy calls on the local officials of abovementioned LGUs, we shall likewise endeavor to visit historical and remarkable sites that will guarantee additional learning among our HR practitioners and Administrative Officers in a non-traditional manner.

To ensure effectiveness and efficiency, the activity shall entail a minimal registration of seven thousand five hundred (P7,500.00) pesos for each participant, **exclusive of travel expenses**, the latter being detailed in the proposed Itinerary of Travel.

Appended herewith are sample copies of the proposed Itinerary of Travel for further details on the other expenses and activities to be conducted.

Upon completion of the activity, each participant shall be expected to hold post-evaluation activities, including the conduct of sessions to share the experiences and learnings among other colleagues in their respective units. A terminal report thereon may likewise be required of each participant immediately upon return to office.

Considering that the total cost for each participant shall be dependent on the number of participants, we request that confirmation of attendance and participation be made on or before 20 February 2026.

We are thus seeking your most valuable assistance and support to this undertaking by allowing your HRMPs and/or CPO members to participate therein.

Our records show that the following are CPO Members, thus –

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|----------------------------------|--------------------------------|
| (1) Ms. Alma Fraulein M. Garcia; | (3) Ms. Maria Livie A. Laque; |
| (2) Mr. Renz Roy A. Ramos; | (4) Ms. Rheeza I. Nassaie; and |
| | (5) Mr. Ryan B. Dano. |

Others interested to join the activity are likewise strongly encouraged to participate as the activities lined up shall not only benefit HRMPs but all public sector employees, as well.

Should you need further information, our *Chapter President*, **Ms. Alice L. Sarmiento** and our *Chapter Secretary*, **Ms. Evelyn A. Patriarca** shall make themselves available at mobile phone numbers 09053346081 and 09357643611, respectively. Initial confirmation of attendance may likewise be sent through these numbers.

We look forward to your usual support in this undertaking.

Thank you and warmest regards.

Very truly yours,



Mario Jose Talan Cunting
2026.02.02 20:10:25 +08'00'

Atty. MARIO JOSE T. CUNTING
Director III