



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

OFFICE MEMORANDUM

No. 17, s. 2026

TO : Human Resource Management (HRMO) Personnel
FROM : **CAROLINA S. VIOLETA, EdD, CESO V**
Schools Division Superintendent
DATE : April 27, 2026
SUBJECT : Meeting with HRMO Personnel

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1. This Office hereby informs all Human Resource Management Office (HRMO) personnel of a meeting to discuss the distribution of workload. The meeting aims to ensure a clear delineation of roles and responsibilities and to promote equitable task allocation among personnel in the performance of their respective functions.
 2. The meeting shall be conducted according to the following schedule:
Date: April 28, 2026
Time: 3:00 pm
Venue: Conference Room, 3rd floor
 3. The objectives of the meeting are as follows:
 - a. Present and discuss workload among HRMO personnel;
 - b. Clarify the roles and responsibilities of each staff member; and
 - c. Promote efficiency and accountability in the delivery of HR services.
 4. All HRMO personnel are expected to attend and actively participate in the said meeting.
 5. Strict compliance with this Memorandum is earnestly desired.

DRC-HR *gs*
04/27/2026



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