



DIV. MEMORANDUM

Number 265, s. 2019

**TO: ISO Top Management
Different Committees**

**FROM: MARILOU B. DEDUMO, Ph.D., CESO V
Schools Division Superintendent**

**SUBJECT: Training Workshop on Strategic HR Planning and Staffing Documentation Processing
cum Establishment of Quality Management System**

DATE: June 4, 2019

1. Responding to the internalization and national government requisites, Surigao del Sur Division will soon launch its establishment of the Quality Management System embracing the ISO 9001:2015 Standards.
2. In view of the above statement, this office will be conducting a Training workshop on Strategic HR Planning and Staffing Documentation Process cum Establishment of Quality Management System on June 12-14, 2019, venue will be announced later.
3. The workshop has the following objectives:
 - ✦ Present the SWOT Analysis, Key Performance Indicators/PPAs, Issues and Concerns, Policy and Program Review and Office Process Flow
 - ✦ Craft a comprehensive HR Plan
4. The participants are ASDS, CID/SGOD Chiefs, EPS, Division Coordinators, Select PSDS/District In-charge, SEPS, EPS-II, Chiefs of Sections, Div. Planning Officer, PDO II, PDO I.
5. This serves as Travel Authority of the identified participants on the attached list.
6. Immediate dissemination of this memorandum is desired.