



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2025- 443

TO : **SCHOOLS DIVISION SUPERINTENDENT of**
Marikina City

Dr. Rhea B. Eden-EPS
Thru: The Chief-HRDD-NEAP R

FROM : **JOCELYN DR ANDAYA** 
Regional Director NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations

SUBJECT : **CONSULTATIVE WORKSHOP ON THE SEPARATION**
POLICY

DATE : May 15, 2025

1. Enclosed is a copy of Memorandum DM-OUHROD-2025-1214 dated May 7, 2024 of Undersecretary Wilfredo E. Cabral, relative to the conduct of the above mentioned activity on May 20-23, 2025 at Deped Ecotech Center, Cebu City, for information and guidance.
2. In this connection, it is requested that one (1) representative from your SDO who has direct experience related to the processing of the separation of employees be authorized to participate. Please refer to Annex A for the indicative program of activities as well as the provision of first meal and last meal.
3. Travel expenses shall be charged against local funds, subject to existing budgeting, accounting and auditing rules and regulations.
4. For immediate dissemination.



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Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025- 1214

FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED

FROM :  WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : CONSULTATIVE WORKSHOP ON THE SEPARATION POLICY

DATE : 07 May 2025

The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development (BHROD) – Personnel Division (PD), conducted a Consultative Workshop for the DepEd Separation and Exit Interview Guidelines last October 2024 in recognition for the need of a standard, equitable, and lawful handling of employment separation of DepEd employees as guided by the provisions from **CSC Resolution No. 1701009**, or the *Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)*, **Republic Act No. 8291**, or the *Government Service Insurance Service Act of 1997*, and **Republic Act No. 10154**, or *An Act Requiring All Concerned Government Agencies to Ensure the Early Release of the Retirement Pay, Pensions, Gratuities, and Other Benefits of Retiring Government Employees*. The feedback from the participants in that consultative workshop has been consolidated and integrated into the draft policy prepared by BHROD-PD.

To continue and finalize this policy, BHROD-PD has scheduled a **Consultative Workshop on the Finalization of Separation Policy and Exit Interview Guidelines to be held on May 20-23, 2025 at the DepEd Ecotech Center, Cebu City**. Upon its finalization, this policy aims to provide a systematic and uniform process of separation from outgoing employees at all governance levels.

In this regard, may we request **one (1) representative from each Region and one (1) representative from the selected Schools Division Office** who has direct



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experience related to the processing of the separation of DepEd employees from this Department.

The detailed program of activities (*Annex A*), list of participants (*Annex B*), and instructions about the administrative and logistical arrangements for this activity are attached to provide guidance and ready reference:

For attendance confirmation, all participants are hereby requested to register using this link: <https://tinyurl.com/Registration-Separation-Policy> at least **two (2)** days prior to the activity.

- Expenses for the board and lodging shall be charged against the funds allocated for this activity, while travel and other incidental expenses of the participants shall be charged against local funds, subject to existing budgeting, accounting, and auditing rules and regulations.
- For meal arrangements, please refer to the table below:

DAY	BREAKFAST	AM SNACK	LUNCH	PM SNACK	DINNER
Day 1	x	x	x	✓	✓
Day 2	✓	✓	✓	✓	✓
Day 3	✓	✓	✓	✓	✓
Day 4	✓	✓	✓	x	x

- All participants are likewise expected to bring their laptops, as some part of the activity will be accomplished electronically. Bringing a personal extension cord is not mandatory but ideal.

For clarifications and other concerns, you may contact **Ms. Mitzi P. Bituin** or **Mr. Joseph Martin C. Riofrio** of BHROD-PD at telephone number (02) 8633-9345 or through email at mitzi.bituin@deped.gov.ph or joseph.riofrio@deped.gov.ph.

For your information and guidance.

Annex A. Indicative Program of Activities

PROGRAMME

DAY 01 (May 20, 2025)		
Start	End	Activity
1:00 PM	5:00 PM	Travel Time
5:00 PM	6:00 PM	Arrival, Registration, and Check-in

DAY 02 (May 21, 2025)		
Start	End	Activity
6:00 AM	8:00 AM	Breakfast
8:01 AM	8:20 AM	Preliminaries: <ul style="list-style-type: none"> ▪ National Anthem ▪ Prayer ▪ QMS
8:21 AM	8:40 AM	Welcome Message
8:41 AM	10:00 AM	Opening Remarks
10:01 AM	10:10 AM	Acknowledgement of Participants
10:11 AM	10:20 AM	Break
10:21 AM	10:40 NN	Expectation Setting
11:41 NN	12:00 NN	Objectives and Context Setting
12:01 PM	1:00 PM	Lunch
1:01 PM	1:15 PM	Ice breaker/MOL
1:16 PM	3:15 PM	Session 1
3:16 PM	3:30 PM	Break
3:31 PM	5:30 PM	Session 2
5:31 PM	8:00 PM	Dinner

DAY 03 (May 22, 2025)		
Start	End	Activity
6:00 AM	8:00 AM	Breakfast
8:00 AM	8:05 AM	Prayer
8:06 AM	8:15 AM	Ice breaker/MOL
8:16 AM	10:15 AM	Session 3
10:16 AM	10:30 AM	Break
10:31 AM	12:00 PM	Session 4
12:01 AM	1:00 PM	Lunch
1:01 PM	1:15 PM	Ice Breaker/MOL
1:15 PM	2:00 PM	Continuation of Session 4
2:01 PM	2:15 PM	Break
2:16 PM	5:00 PM	Session 5
6:00 PM	8:00 PM	Dinner

DAY 04 (May 23, 2025)		
Start	End	Activity
6:00 AM	8:00 AM	Breakfast
8:00 AM	8:05 AM	Prayer
8:06 AM	8:15 AM	Ice breaker/MOL
8:16 AM	10:15 AM	Session 6
10:30 AM	11:30 AM	Synthesis
11:30 AM	11:40 AM	Ways Forward
11:40 AM	12:00 PM	Closing Message
12:00 NN	1:00 PM	Lunch/Egress/Check-out
1:00	-	Departure

Annex B. List of Participants

Field Offices

Regional Office	No. of Representative	Schools Division Office	No. of Representative
Region I	1	Selected SDO under Region I	1
Region II	1	Selected SDO under Region II	1
Region III	1	Selected SDO under Region III	1
Region IV -A	1	Selected SDO under Region IV-A	1
Region IV -B	1	Selected SDO under Region IV-B	1
Region V	1	Selected SDO under Region V	1
Region VI	1	Selected SDO under Region VI	1
Region VII	1	Selected SDO under Region VII	1
Region VIII	1	Selected SDO under Region VIII	1
Region IX	1	Selected SDO under Region IX	1
Region X	1	Selected SDO under Region X	1
Region XI	1	Selected SDO under Region XI	1
Region XII	1	Selected SDO under Region XII	1
Region XIII	1	Selected SDO under Region XIII	1
CAR	1	Selected SDO under CAR	1
NCR	1	Selected SDO under NCR	1
NIR	1	Selected SDO under NIR	1
TOTAL	17		17
34			

Central Office

Office	Representative
BHROD	Mario M. Bermudez, Director III
	Albert Jerome C. Andres, CAO
	Michelle Ann A. Cruz, SAO
	Reina Joy S. Comabras, AO IV
	Joseph Martin C. Riofrio, AO II
	Mitzi P. Bituin, AO II
	Kim Angelo L. Corbe, TA II
	Mark Glyn B. Genodia, TA I
BHROD - PD	