



Republic of the Philippines
Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY

UHM-2019-12-99
RELEASED
DATE: _____ TIME: 1:25
DEC 20 2019

MEMORANDUM

TO : Brayan Garces, SDS Office
Sunny Ray F. Amit, ASDS Office and BAC
Lorenzo O. Capacio, EdD, SGOD
Ralph T. Quirog, CID
Paul John P. Arias, ICT
Atty. Wincerbogne L. Pesisano, Legal Office
Rhysa Cyle C. Rosalejos, CPA, Accounting Section
Sibyl L. Maputi, Budget Section
Jutchel L. Nayra, DPA, Administrative Oversight and General Services
Florabelle R. Porras, Records Unit
Rufelia J. Limbengco, Cash Unit
Darvy C. Daguimol, Property Unit
Guia Ma. G. Villahermosa, Personnel Unit

FROM : **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent

DATE : December 20, 2019

SUBJECT : Submission of List of the Processes

Per letter dated December 18, 2019 from the AGF Consulting Group, this Office is hereby required to provide them a copy of the Master-list of the Processes to be used during the **Quality Management System (QMS) Awareness Training** on December 27, 2019 at Loiza's Pavilion, Casisang, Malaybalay City.

As such, you are directed to submit List of the Processes using the provided template of the AGF Consulting Group to this Office Attention: Jutchel L. Nayra, Administrative Officer V, in hard copy and soft copy (jutch123@yahoo.com) for consolidation on or before December 23, 2019.

Copy furnished:
Records
AO File

Company
Logo

COMPANY NAME

INTERNAL DOCUMENT MASTER LIST

DEPARTMENT: HUMAN RESOURCES

Year :

#	DOCUMENT NO.	DOCUMENT TITLE	REVISION LEVEL / EFFECTIVE DATE							
1	PM-HRD-01	Recruitment								
2	PM-HRD-02	Training								
3	PM-HRD-03	Resignation Processing								
4	PM-HRD-04	Request for Overtime (Site)								
5	PM-HRD-05	Attendance Time Sheet Processing								
6	PM-HRD-06	Leave Computation								
7	GL-HRD-01	Maintenance of 201 Filing								
8	GL-HRD-02	Benefits and Deductions								
9	FM-HRD-01	Manpower Requisition								
10	FM-HRD-02	Job Description								
11	FM-HRD-03	Training Needs Analysis								
12	FM-HRD-04	Annual Training Plan								
13	FM-HRD-05	Training Schedule								
14	FM-HRD-06	Training Attendance								

Company Logo	COMPANY NAME
	INTERNAL DOCUMENT MASTER LIST

DEPARTMENT: HUMAN RESOURCES

Year :

#	DOCUMENT NO.	DOCUMENT TITLE	REVISION LEVEL / EFFECTIVE DATE									
15	FM-HRD-07	Training Record										
16	FM-HRD-08	Training Effectiveness Evaluation										
17	FM-HRD-09	Employment Contract										

DepEd Malaybalay City (Dec. 18, 2019) Awareness Training

AGF Consulting Group
jutch123@yahoo.com, Jong Fernandez, Jong Fernandez, Maria Regina Fernandez, Geraldine and 3 more...

Good Morning Ma'am Jutchel,

In preparation for the Awareness Training this coming Dec. 27, 2019, we would like to request the following:

1. Ensure training venue is suitable with needed resources:

- LCD projector with VGA or HDMI cable
- Tables and chairs
- Whiteboard, markers w/ ink, eraser
- Flipchart
- Manila papers (same with the number of participants)
- Tape and scissors
- 1 laptop per department

2. Send us copy of the following:

- Latest logo of the organization
- ~~Master-list~~ of the processes
- Organizational Structure

Kindly acknowledge receipt of this email.

For concerns, please do not hesitate to contact us.

Thank you.

Regards,

JUNE LEO B. CORDOVA
System Support
Project Delivery Team

AGF Consulting Group

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