



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



20 June 2025

OFFICE MEMORANDUM

No. 86 s.2025

TO: ANGELA VINCENT T. CORRALES – AO III OIC-HRMO

ATTENDANCE TO THE PCPM 2025 Beyond the Workplace: Redefining Work-Life Balance for Public Servants

1. You are hereby directed to attend the PCPM 2025 Beyond the Workplace: Redefining Work-Life Balance for Public Servants, Coordination with the CSC Field Office – Misamis Oriental on June 20, 2025, The VIP Hotel, Cagayan de Oro City.
2. All expenses including Board, Lodging and Registration shall be charged to local funds following the prescribed accounting and auditing rules and regulations.
3. Attached is the letter of Invitation from PCPM and Designation Order.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

AVT / OM – PCPM
0011/June 19, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
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Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

RELEASE
JUN 05 2025

4 JUN 2025

OFFICE ORDER

00-OSDS-PU-2025-0294

DESIGNATION

To: **ANGELA VINCENT T. CORRALES**
Administrative Officer III
OSEC-DECSB-ADOF3-660022-2004

1. This Office expresses its sincere gratitude to your loyal and dedicated service in your current capacity. We are proud of your accomplishments and achievements as Administrative Officer III, for all of these, you are much appreciated.

2. In view of the designation as Budget Officer of the **Human Resource Management Office** (Administrative Officer IV) position, you are hereby designated as **Officer In-Charge** of the said Office effective JUN 09 2025. You shall sign correspondences as follows:

ANGELA VINCENT T. CORRALES

Administrative Officer III
OIC-HRMO

3. This designation as HRMO of the Personnel Section of this division entails no additional remuneration and bears to assume the duties and responsibilities as HRMO.

4. This shall remain valid and effective until revoked by the undersigned.

5. Please be guided accordingly.

ROY ANGELO E. GAZO
Schools Division Superintendent

Conforme:

ANGELA VINCENT T. CORRALES
Contact No. 09190826570
Date: 6/5/25

Copy Furnished:
201 FILE

EBF / OO - ASSIGNMENT ORDER
0294/January 4, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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June 3, 2025

DR. ROY ANGELO E. GAZO

Schools Division Superintendent

Department of Education, Division of Cagayan de Oro City

Xavier Heights, Upper Carmen

9000 Cagayan de Oro City

Thru: Marilou F. Navaja

Administrative Officer IV

Dear **Superintendent Gazo**:

Greetings!

The **Provincial Council of People Managers (PCPM) Inc.** of Misamis Oriental, in coordination with the **Civil Service Commission – Field Office-Misamis Oriental**, will be conducting its 2025 General Assembly. Together with the said activity, the PCPM will also be conducting a seminar on **Beyond the Workplace: Redefining Work-Life Balance for Public Servants**, which aims to increase awareness among public servants about the importance of maintaining a healthy work-life balance and its impact on personal well-being and professional performance, and demonstrate how improved work-life balance can lead to increased job satisfaction, reduced burnout, and enhanced productivity among public servants.

The said activity will be conducted on **June 20, 2024 (Friday)**, which will start by **8:00 o'clock in the morning** at the **VIP Hotel, Velez Street, Cagayan de Oro City**.

As the PCPM aims to have active engagements and collaborations with other agencies within the province, may we respectfully request the presence of your **Human Resource Management Officers (HRMOs) and Human Resource Management Practitioners**, to attend the said activity on Official Business. A **registration fee of One Thousand Pesos (Php 1,000.00)** per participant, shall be collected to defray the expenses for this activity.

It will be greatly appreciated if you can confirm your agency's attendance not later than June 13, 2024 through the registration link and QR code provided: <https://forms.gle/94m9vYZqET9LiaF89>



For any inquiries or concerns related to this activity, please do not hesitate to contact **Charmaine Suzette Leonore Tadas – PCPM Secretary**, at **09167701120**.

Thank you and more power!

Very truly yours,


JERICO JAN O. GUERRERO
President,

Provincial Council of People Managers (PCPM)