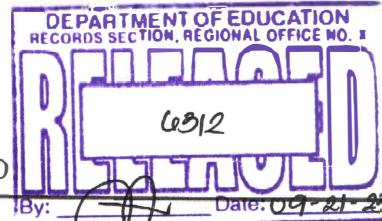




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO



September 19, 2023

REGIONAL MEMORANDUM

No. OS30, s. 2023

VIRTUAL ORIENTATION OF DESIGNATED DEPED VERIFIERS,  
HUMAN RESOURCE MANAGEMENT OFFICERS AND  
GSIS AGENCY AUTHORIZED OFFICERS

To: Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
RO Chiefs  
All Others Concerned

1. This Office is inviting all designated DepEd Verifiers, Human Resource Management Officers (HRMOs) and GSIS Agency Authorized Officers (AAOs), including Alternate AAOs to attend the virtual orientation on **September 22, 2023, 9:00-5:00 PM via MS teams (link: <https://bit.ly/DepEdROXOrientationofVerifiersandAAOs>)**.

2. This activity aims to achieve the following objectives:  
a. Orient and/or re-orient DepEd verifiers and GSIS AAOs on their roles and responsibilities;  
b. Review prescribed guidelines and procedures to be followed then set uniform templates for reports to be submitted to the Payroll Unit; and  
c. Address other issues encountered in NTHP verification.

3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. This Office directs the immediate dissemination and strict compliance of this Memorandum.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: Program Matrix  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

ORIENTATION PROCEDURE

RE: Orientation of DepEd Verifiers and GSIS AAOs



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City  
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VIRTUAL ORIENTATION OF DESIGNATED DEPED VERIFIERS AND GSIS AGENCY  
AUTHORIZED OFFICERS FOR GSIS  
September 22, 2023

**PROGRAM MATRIX**

<b>Preliminaries (9:00 AM – 9:30 AM)</b>	
1.1. Pambansang Awit	<b>Audio-Video Presentation</b>
1.2. Prayer	
1.3. Presentation of Participants	<b>SDO HRMOs</b> to present the participants from their division
1.4. Opening Remarks	<b>Atty. Shirley O. Chatto</b> Chief Administrative Officer
1.5. Message	<b>Dr. Arturo B. Bayocot, CESO III</b> Regional Director
<b>Orientation Proper (9:30 AM – 5:00 PM)</b>	
9:30 – 10:30 AM	
Roles and Responsibilities of designated DepEd Verifiers and GSIS AAOs	<b>Anna Mae M. Atillo</b> Administrative Officer V, Personnel Section
10:30 – 10:45 AM	Health Break
10: 45 AM – 12:00 NN	
Summary of Guidelines and Issuances on NTHP Verification  Procedures in NTHP verification	<b>Joy A. Azores</b> Administrative Officer IV, Personnel Section
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 2:00 PM	
Template/s for Verifiers	<b>Claudine Rae T. Gadiane</b> Administrative Assistant I, Personnel Section
2:00 PM – 4:00 PM <i>Open Forum</i> Issues and Concerns encountered.  Proposed solutions and/or recommendations to address the issues and concerns	<b>Anna Mae M. Atillo</b> Administrative Officer V, Personnel Section
4:00 – 5:00 PM	
Wrap-up and Closing	<b>Carlette Ester J. Baculio</b> ADA-VI, Secretariat