



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0129

To : **BASILIO P. MANA-AY, JR.**, Assistant Schools Division Superintendent
RAUL E. GACUS, Administrative Officer V
NEO CARLO R. MAGNO, Administrative Officer IV – HRMO
CARMINA D. RETES, Administrative Officer II

Subject: **ORIENTATION ON THE 2025 OMNIBUS RULES ON APPOINTMENTS
AND OTHER HUMAN RESOURCE ACTIONS (ORAOHRA)**

Date : August 28, 2025

You are hereby advised to attend together with the undersigned the Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) on September 8, 2025 at the SMX Convention Center, SM Lanang Premier, Lanang, Davao City.

A registration fee in the amount of Five Thousand Pesos (Php 5,000.00) will be collected to defray the necessary expenses for the activity. Fee and travel expenses related to the attendance of the abovementioned activities shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For strict compliance.


JINKY B. FIRMAN, Ph.D, CESO VI
Schools Division Superintendent

RELEASED

SEP 01 2025

RECORDS SECTION, SDO PANABO CITY
BY 

Enclosed: as stated
OSDS/ncm



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City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City
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July 28, 2025

JINKY B. FIRMAN, CESO VI

OIC-Assistant Schools Division Superintendent
Department of Education - Schools Division of Panabo City
New City Hall Compound, Brgy. JP Laurel, 8105 Panabo City, Davao del Norte

Dear *Superintendent Firman*:

Warm greetings from the Civil Service Commission Regional Office XI!

In line with the Commission's continuing efforts to promote the merit and fitness principle in the civil service and ensure the consistent implementation of appointment policies across government agencies, the Civil Service Commission Regional Office XI is pleased to invite your good office to participate in the **Orientation on the 2025 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)** on **September 8, 2025**, at the **SMX Convention Center, SM Lanang Premier, Davao City**.

This orientation-workshop aims to capacitate human resource management practitioners, appointing authorities, and other agency personnel directly involved in appointments and human resource actions. It will provide a practical and comprehensive discussion of the salient provisions of the 2025 ORAOHRA, including major amendments, procedural requirements, and common implementation concerns.

We are privileged to have **Assistant Commissioner Ariel G. Ronquillo** from the **Office of the Assistant Commissioner for Legal, Civil Service Commission**, as our esteemed resource speaker. He shall provide authoritative guidance and insights into the interpretation and operationalization of the 2025 ORAOHRA.

We encourage your participation and/or the nomination of qualified representatives, particularly Human Resource Management Officers (HRMOs), members of the Human Resource Merit Promotion and Selection Board (HRMPSB), Legal Officers or those providing policy guidance on appointments, and personnel responsible for the preparation, documentation, and submission of appointments and related human resource actions.

The registration fee is **₱5,000.00** per participant, inclusive of training materials, kits, meals, and certificates. Registration is on a first come-first served basis and may be done through this link: <https://bit.ly/2025ORAOHRA>. Registration and payment shall be accepted until **August 15, 2025**.

The registration fee is payable to CSC Regional Office XI or to any CSC Field Office nearest your area. For check payments, please make the check payable to:

Civil Service Commission Regional Office XI
Land Bank of the Philippines – CM Recto Branch
Account Number: 0162-0317-32

We request that a copy of the official receipt or validated proof of payment be sent to rol1@csc.gov.ph, copy furnished rol1.hrd@csc.gov.ph, along with the full name(s) of the participant(s) for proper recording.

Bawat Kawani, Lingkod Bayani

For further details and assistance, you may coordinate with Ms. Elaine Mae C. Limbaco or any personnel from the Human Resource Division, this Office, through telephone number (082) 299-1724, mobile number 0991-395-2018, or by reaching out to the CSC Field Office in your area.

We look forward to your agency's active participation in this important capacity-building initiative. Thank you for your continued support in advancing professional and policy-aligned human resource practices in the civil service.

Very truly yours,



Digitally signed by Cyril-
Nathan SM. Eamiguel
Location: CSCROXI Davao
Date: 2025.07.28
12:55:41 +0800

CYRIL-NATHAN SM. EAMIGUEL
Director IV