



9 October 2020

MEMORANDUM NO. 437

Series of 2020


T O: Ms. Honey Sofia V. Colis

**R E: Full Assumption as Head of RSPPRO, PMRR Office & Payroll
& Leave Benefits Office (formerly PRPEO)**

In view of the deployment of Ms. Ma. Elsa M. Umpad as Administrative Officer at the Office of the President effective October 16, 2020, you are hereby directed to fully assume as Head of the former PRPEO now the Recruitment, Selection & Placement and Personnel Records Office, Performance Management and Rewards & Recognition Office and Payroll & Leave Benefits Office. You shall be directly under the direct supervision of the Director for Human Resource Management.

As head of these offices, please work closely with the other HR units under the Office of the Director for Human Resource Management in making the necessary preparations for the forthcoming ISO surveillance audit in January 2020 and in packaging the evidence requirements for the level 3 assessment under PRIME-HRM.

Please be guided accordingly.


EDGARDO E. TULIN
President

Cc: Dr. Lourdes B. Cano, ODHRM
Ms. Honey Sofia V. Colis
Records
File