



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

March 2, 2020

DIVISION MEMORANDUM
No. 027, s. 2020

**RECONSTITUTING THE HUMAN RESOURCE
DEVELOPMENT COMMITTEE (HRDC) OF SDO BATAAN**

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10 s. 1989 on the formation of a Human Resource Development Committee (HRDC) in all agencies, the same is hereby created in the Schools Division Office of Bataan with the main function to serve as screening and coordinating committee in providing timely, relevant and competency-based human resource development programs and interventions to teaching and non-teaching personnel.

2. The HRDC is composed of the following:

Chairperson : **ROLAND M. FRONDA, EdD, CESE**
OIC- Assistant Schools Division Superintendent

Vice Chairpersons : **MILAGROS M. PEÑAFLOR, PhD**
Chief Education Supervisor, CID

RAMON C. PEREZ
Chief Education Supervisor, SGOD

Members : **PILAR C. IGNACIO**
Administrative Officer V, (Personnel)

JACQUELINE C. TUAZON
Education Program Supervisor, CID

ILYNNE SJ. SAMONTE
Education Program Supervisor, CID

ANDRES C. MATAWARAN, EdD
Education Program Supervisor, SGOD

Secretariat : **ROSHENAR V. CRUZ**
Administrative Officer IV (HRMO)

MARLYN F. DE GUZMAN
Administrative Officer II

ROBERT R. PANTIG, Ph.D.
Senior Education Program Specialist, SGOD-HRD



“WE MOULD HEROES”

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HERMIE G. DURAN

Senior Education Program Specialist, SGOD-SM&E

RICHARD M. ALBORO

Information Technology Officer I

RAYMOND JOSEPH V. MENDOZA

Education Program Specialist II, SGOD-HRD

BRYAN M. SANTOS

Education Program Specialist II, SGOD-SM&E

GLORIA M. MATIC

Education Program Specialist II, SGOD-SocMob

3. The members of the HRDC shall serve for a period of one (1) year from the date of designation, subject to renewal at the discretion of the Head of Agency.
 4. The HRDC shall perform the following functions, to wit:
 - a. Implement policy guidelines for provisions on training and scholarship programs, and participation of teachers and personnel in meetings, workshops, for a and other educational and technical development activities;
 - b. Prepare the SDO Human Resource Learning and Development (HRLD) Plan based on the competency assessment, training needs which is to be updated annually;
 - c. Screen qualified nominees based on the HRD Plan, policy guidelines and criteria set for scholarships and program participation (based on local, national and international standards);
 - d. Determine provisions for training/scholarship contract, training funds and other individual and group entitlements;
 - e. Recommend to the SDS or his/her duly authorized representative the most qualified nominees and recipients through the HRMO in accordance with screening results, except if concerned recipient(s) had been explicitly identified by the agency in the exigency of the service and/or direct identification of trainees/recipients by the Region and Central Offices.
 5. The HRDC Secretariat shall perform the following functions, to wit:
 - a. Disseminate scholarship/training/workshop invitations to all schools in the SDO;
 - b. Prepare assessment tools, forms and list of requirements of nominees and pre-screen qualifications based on documents, records and sponsor requirements for shortlisting;
 - c. Assist the candidates in the preparation/accomplishment of needed training and scholarship requirements;
 - d. Prepare notices and agenda for convening the screening/deliberations/meetings of the HRDC; and
 - e. Document and maintain database of PDC deliberations, including pertinent records and travel documents.
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6. Likewise, this Office informs the composition of the members of the PRIME-HRM per pillar:

PRIME-HRM PILLARS	RECRUITMENT, SELECTION & PLACEMENT	LEARNING & DEVELOPMENT	PERFORMANCE MANAGEMENT	REWARDS & RECOGNITION
Chairman	Pilar C. Ignacio	Milagros M. Penaflor	Andres C. Matawaran	Ramon C. Perez
Members	Roshenar V. Cruz	ALL CID Education Program Supervisors	Hermie G. Duran	Roberto R. Pantig
	Marlyn F. de Guzman		Mar Elen Fe G. Renosa	Alma R. Garcia
	Jumel V. Caraig		Bryan Santos	Gloria P. Matic
				Raymond Joseph V. Mendoza

7. Relative to this, the functions and responsibilities of the Committee Chair and Members of PRIME-HRM Pillars are as follows:

PILLAR 1 – RECRUITMENT, SELECTION AND PLACEMENT (RSP)

- Review the current vacancies and/or job requirements and identify the number of items to fill per school demographic;
- Apply holistic approach in acquiring talents when fulfilling existing vacancies against the qualification standards set by the Civil Service Commission, while adhering to the rules of Equal Opportunity for every aspiring candidate;
- Assess and evaluate specific group of candidates according to the position applied using the defined Merit Selection Plan of the Department of Education and the 2018 Omnibus Rules on Appointments and Other Human Resource Actions of the Civil Service Commission. Maintain a record of talents for effective succession planning in the event of replacement for retirements, resignations, death, and abscondment;
- Apply the right set of job description and Key Performance Indicators (KPI's) to each talent based on their designations and specific duties & responsibilities to ensure utmost efficiency at their roles; and
- Optimize talent investment by identifying the employees' specific training requirements and encourage them to apply the learnings gained at their role.

PILLAR 2 – LEARNING AND DEVELOPMENT (L&D)

- Draw the general policies of human resource development, including building cooperation and partnership with educational and training institutions;
- Verify the plan and budget of the human resource development programs, and then submit it to the Authorized Official for approval;
- Set the rules regulating all human resource development programs, including the rules of equal opportunity for all employees;
- Study the nominees for educational programs in terms of the need and the requirements met by the nominee, and the appropriateness of the educational

degree to be achieved, and verify such applications to be approved by the Authorized Official;

- Examine applications for Scholarship Grants and verify before submitting to the Authorized Official for recommendation;
- Examine the special cases of employees enrolled in educational and training programs that are submitted from the Human Resource Department, including the requests of extension or termination of study or training, or temporary suspension of study; and
- Design implement programs that would recognize the meritorious efforts of outstanding employees.

PILLAR 3 – PERFORMANCE MANAGEMENT (PM)

- The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- The Planning Office shall ensure that office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/Units is rationalized;
- PMT recommends approval of the office performance commitment and rating to the Head of Agency;
- BHROD/Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
- PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.

PILLAR 4 – PERFORMANCE MANAGEMENT (PM)

- Assume primary responsibility for rewards and recognition programs in the Division;
- Conduct strategic planning session with the staff and agree on the programs that should be accomplished based on the goals/objectives of the organization and implement the rewards and recognition programs of the Division;
- Review and approved programs, criteria for the selection and implementation of rewards and recognition programs of the Division;
- Submit report to the PRAISE Committee based on RAR annual Plan;
- Initially assess the submitted/forwarded nominations from different offices/SDO Annexes;
- Determine the final rating of the nominees and identify the list of awardees bases on the criteria set;
- Recommend final list of grant of rewards and recognition; and
- Grant the rewards and recognition to the successful nominees based on the annual plan.

8. Immediate and wide dissemination of this Memorandum is desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent