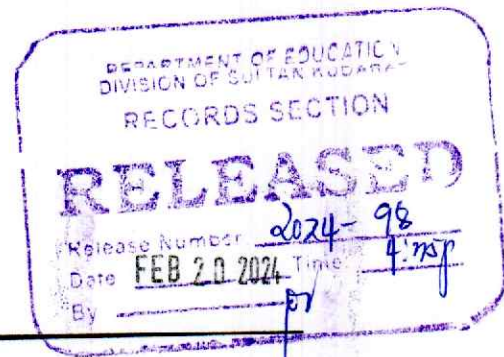




Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT



February 20, 2024

OFFICE MEMORANDUM
SGOD HRDS No. **12**, s. 2024

**RECONSTITUTION OF THE DIVISION HUMAN RESOURCE
DEVELOPMENT COMMITTEE (HRDC)**

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Program Holders/ End Users
Public Schools District Supervisors/ Principals In-charge
Public Elementary and Secondary School Administrators
Teaching and Non-Teaching Personnel
All others concerned
This Division

1. Pursuant to Civil Service Commission MC No. 43, s. 1993 as amended in MC 10, s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), the Department of Education-Division of Sultan Kudarat constituted the composition of the Human Resource Development Committee (HRDC), which shall primarily be responsible for formulating and establishing training and development programs in the division.

2. The committee shall also serve as the screening and coordinating committee in providing timely, relevant, and competency-based human resource development programs and interventions for all teaching, teaching-related and non-teaching personnel in the division.

3. The following are the identified officials to compose the HRDC:

Chairperson : **Meilrose B. Peralta, EdD**
Assistant Schools Division Superintendent

Vice Chair : **Mohalidin M. Suaeb**
SGOD Chief

Members : **Ismael M. Ambalgan**
CID Chief

: **Melvin P. Fortuna**
Administrative Officer V

: **Lazaro P. Oriel**
SEPS- HRD



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Secretariat

: **Arturo L. Porras**
Administrative Officer V
: **Kevin Lloyd D. Hijastro**
EPS II- HRD

: **Annie Rose D. Racosas**
Nurse II

: **Renalyn M. Landerio**
Administrative Assistant III

4. **Terms of Duty**

The members of the HRDC shall serve for one (1) year from the date of designation, subject to renewal at the discretion of the Head of Agency.

5. **Functions of the HRDC**

The Committee shall meet periodically to perform the following tasks:

- formulate, adopt, and amend internal rules, policies, and procedures to govern the conduct of its activities which shall include the guidelines for provisions on training and participation of personnel in the region in training, seminars, workshops, and other development activities;
- determine and prepare the Division's Learning and Development Plan based on needs assessment;
- monitor implementation of training and other development activities through feedback and reports;
- screen qualified nominees based on the L&D Plan, Policy Guidelines, and Criteria set for scholarships and program participation;
- recommend to the Schools Division Superintendent qualified employees, whether permanent or non-permanent for training and scholarship grants, both local and foreign;
- recommend to the Schools Division Superintendent or his duly authorized representative the most qualified nominees and recipients in accordance with screening results, except if the concerned recipient/s had been explicitly identified by the agency head in the exigency of the service and/or direct identification of trainees/recipients by the Regional/Central Office.
- prepare plans, identify resources, and propose a budget for the system on an annual basis;
- develop, produce, and distribute a system policy manual and orient the employees on the same;
- document best practices, innovative ideas, and success stories which will serve as a guide to sustaining efficient and effective implementation of development programs;
- submit an annual report on the training and other development



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activities conducted every last week of January; and

- monitor and evaluate the System's implementation every year and make essential improvements to ensure its sustainability to the agency.

6. In addition to the tasks, the committee shall contextualize the learning and development systems for suitability of the organization's context including the design and enhancement of the monitoring and evaluation tools to track performance progress and continuous improvement of office performance.

7. **Functions of the HRDC Secretariat**

- Disseminate scholarship/training/workshop invitations to all functional divisions and schools;
- Prepare assessment tool/criteria and pre-screen applicants based on documents, records, and sponsor requirements for shortlisting and endorsement;
- Assist the candidate in the preparation/accomplishment of needed training and scholarship requirements;
- Prepare notices and agenda for screening/deliberations/meetings of the HRDC; and
- Document and maintain a database of HRDC deliberations, including employees' pertinent records and travel documents.

8. All previous office issuances inconsistent with this memorandum shall be automatically rescinded.

9. For the information and immediate compliance of the concerned.

CRISPIN A. SOLIVEN, JR., CESE
Schools Division Superintendent

Incl: N/A

Reference: Civil Service Commission MC No. 43, s. 1993 and MC 10, s. 1989
To be indicated in the Perpetual Index under the following subjects:

COMMITTEE DEVELOPMENT HUMAN RECONSTITUTION RESOURCE

LPO/HRDS-SGOD/DM- RECONSTITUTION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) OF
DEPED DIVISION OF SULTAN KUDARAT (DSK)/DSK-DIT DivMemo v3r0.0e01.11.21/February 20, 2024



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