



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division Superintendent

Division Memorandum

No. 108 s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Field Staff
Teaching and Non-Teaching Personnel
All Others Concerned

From: THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

Date: 24 March 2022

Subject: **COMPOSITION OF THE SDO DAGUPAN CITY HUMAN RESOURCE
LEARNING AND DEVELOPMENT COMMITTEE**

1. Pursuant to *Civil Service Commission Memorandum Circular No. 43, s. 1993* as amended in the *MC 10, s. 1989*, requiring all agencies to establish a Human Resource Learning and Development Committee (HRLDC), the Schools Division Office of Dagupan City announces the new composition of the HRLDC that shall serve as the screening and coordinating committee in providing timely, relevant, and competency-based human resource learning and development programs and interventions to all teaching and non-teaching personnel.
2. Human Resource Learning and Development Programs refer to activities aimed at enhancing the performance and career growth of DepEd Dagupan City teaching and non-teaching personnel, which include but are not limited to scholarships, study grants, trainings, seminars, workshops, conferences, conventions, fora, learning action cells, and other related development interventions.
3. The **SDO Dagupan City HRLDC** shall comprise of the following:

Head of the Agency: Aguedo C. Fernandez, CESO V
Schools Division Superintendent



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015
www.tuv.com
ID 9108650037





Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Chairperson: Marciano U. Soriano, Jr., CESO VI
Assistant Schools Division Superintendent

Vice-Chairpersons: Edilberto R. Abalos
Chief Education Supervisor, SGOD

Maria Linda R. Ventenilla
Chief Education Supervisor, CID

Members: Mitchellene Vigilia Rivo
Senior Education Program Specialist, HRD

Isagani D. Rosario
Senior Education Program Specialist, SMME

Alfred B. Gonzales
Education Program Supervisor

Ronie G. Bonaog
Public Schools District Supervisor

Myrel Angelica N. Lopez
Administrative Officer V

Jennette A. Sison
Administrative Officer IV

Proponent/Program Owner/s

Secretariat/Staff Diana Irish J. Solis
Education Program Specialist II, HRD

Edgar T. Timbol
Education Program Specialist II, SMME

Gilliane Jessa S. Casaclang
Project Development Officer I, YF



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015
www.tuv.com
ID 9108650037





Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Joann L. Jimenez
Planning Officer III

Clarita F. Tamayo
Administrative Officer IV, Supply Office

Renante B. Infante
Information Technology Officer

6. Roles of the SDO HRLDC Officers and Members:

a. Head of the Agency

Ensures the equitable allocation and judicious utilization of the HRD Funds downloaded to the SDO for regional programs and other educational interventions;

Provide guidance and leadership in planning, allocation, utilization, and monitoring of funds consistent with these guidelines;

Spearhead the development of the Division Strategic Plan; and

Conduct analysis of and provide feedback on programs and plans of the SDOs.

b. Chairperson

Oversees the activities of the HRLDC;

Determines the agenda and presides over the HRLDC meeting and deliberation;

Ensures sufficient financial and administrative support for employees;

Champions equal opportunity among employees;

Recommends training plans and other related activities;

Approves employee training and Learning and Development (L&D) plans;

Reports HRLDC updates; and

Approves annual and pertinent reports and other documents as may be required.

c. Vice Chairperson

Attends and actively participates in meetings and deliberations;

Serves as Officer-in-Charge in the absence of the Chair;

Undertakes special tasks delegated by the Chair; and



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015
www.tuv.com
ID 0108650037





Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Recommends annual and pertinent reports and other documents as may be required.

c. Members

Attend and actively participate in meetings and deliberations and other activities as called for by the Chair;

Undertake special tasks relevant to HRLD at the request of the Chair;

Review/submit pertinent reports and other documents as may be required;

Ensure submission of required documents, such as the Division Strategic HRD Plan and monitoring and evaluation reports, to NEAP;

Coordinate with NEAP and ROs on matters relating to professional development programs and interventions funded by the HRD Fund; and

Conduct quarterly program implementation review (PIR).

d. Proponent/Program Owner/s

Conduct Training Needs Assessment (TNA);

Draft proposal/s based on the result of TNA;

Draft and submit all budget and finance documents relative to the preparation and approval of the Work and Financial Plan (WFP) as well as the creation of entries in the Program Management Information System (PMIS);

Submit all documents relative to the application for Authorization of the Learning Service Provider;

Submit all documents relative to the application of Recognition of the Professional Development (PD) programs;

Prepare the Activity Request (AR)/Authority to Conduct (ATC);

Submit accomplishment reports and update the PMIS; and

Attend the Program Implementation Review (PIR).

e. Secretariat/ Staff

Assist the Chair and members during the HRLDC meetings and deliberations;

Prepare communications related to HRLDC activities;

Prepare the minutes of the meeting;

Monitor the progress of ongoing training and submit a report to the HRLDC Chair;

Keep and update reports, logbooks, files, and documents of the HRLDC;



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015
www.tuv.com
ID 9108650037





Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY

Office of the Schools Division Superintendent

Maintain and update training resource materials.

f. Additional Functions of the HRLDC


Conduct assessment of qualified teaching and non-teaching personnel who will be included in the Division Pool of Potential Personnel for Learning and Development Activities (*i.e.*, scholarships, short courses, trainings, and the like);

SDO HRLDC shall have the final decision as to recommendation of the teaching or non-teaching personnel who will be sent to learning and development activities;

Conduct updating of the recommended teaching and non-teaching personnel in the Division Pool of Potential Personnel for Learning and Development Activities;

Convene quarterly or as needed to assess teaching and non-teaching personnel who shall serve as participants to different learning and development activities in a place agreed upon by the Committee.

4. For wide dissemination and immediate action.


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Reference: Civil Service Commission Memorandum Circular No. 43, s. 1993 as amended in the MC 10, s. 1989
DepEd Order No. 30, s. 2021

Encl.:

To be indicated in the Perpetual Index
under the following subjects:

HRD

PRIME-HRM

HLDC

mvr/ 3/9.24



Address: DepEd SDO, Burgos St., Dagupan City
Telephone No.: (075)615-2645/615-2641
Website: depeddagupan.com
Email Address: dagupan.city@deped.gov.ph



Management System
ISO 9001:2015
www.tuv.com
ID: 9108650037

