

#### Republic of the Philippines

### Department of Education

#### REGION I SCHOOLS DIVISION OFFICE OF DAGUPAN CITY

DepEd SDO Dagupan City

TO VOICE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 439 , s. 2022

TO:

All SDO Personnel

All Program Implementer/Proponent

All Human Resource Learning and Development Committee (HRLDC)

Others concerned

FROM: MARCIANO U. SORIANO JR., Edd, CESO VI

Assistant Schools Division Superintendent

HRLDC CHAIRPERSON

DATE: November 3, 2022

SUBJECT: HRLDC Checklist

The SDO Dagupan City through its *Human Resource Learning and Development Committee* (HRLDC) aims to continuously improve the delivery of quality service and facilitate all Learning and Development (L&D) Programs. Thus, all Program Implementer are hereby enjoined to check on the completion of requirements prior to the submission of your proposal to the HRLD Committee. Herewith are the template and checklist for your ready reference.

For information and compliance of all concerned.



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

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TITLE OF THE PROGRAM:	
DATE OF CONDUCT:	Date:
TARGET PARTICIPANTS:	Returned to the Proponent:
NO. PARTICIPANTS	
PROPOSED VENUE:	Date:
DATE RECEIVED BY HRLDC:	Prepared by:
HRLDC CHECKLIST	
Draft Proposal	
Budget Estimate	
Source of Fund/SARO	
List of Participants and TWG	
Draft Purchase Request	HBLDC REMARKS/FINDINGS:
Draft PPMP	
Work Financial Plan	For Revision
NEAP Accreditation Certification	For Approval
	For Issuance of HRLDC Certification
HRLDC ACTION	For Final Review
For initial Review	For initial Review
For Final Review	HRLDC ACTION
For Issuance of HRLDC Certification	NEAP Accreditation Certification
For Approval	Work Financial Plan
For Revision	qMqq fisac
	Draft Purchase Request
HRLDC REMARKS/FINDINGS:	List of Participants and Total
Company of patronsis	Source of Fund/SARO
	Budget Estimate
	Draft Proposal
	HBLDC CHECKLIST
	DATE RECEIVED BY HRLDC:
Prepared by:	PROPOSED VENUE:
Date:	NO. PARTICIPANTS
Returned to the Proponent:	TARGET PARTICIPANTS:
Date:	DATE OF CONDUCT:
	TITLE OF THE PROGRAM:

# SCHOOLS DIVISION OFFICE DAGUPAN CITY

### PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) C.Y.

CODE	GENERAL DESCRIPTION	QUANTITY/	ESTIMATED	Mode of	SCHEDULE/MILESTONE OF ACTIVITIES											
		SIZE	BUDGET	Procurement	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	De
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## PURCHASE REQUEST

Office/Section:		PR No.:	ster: <u>101</u>	er: <u>101</u>				
Stool / Promot		Responsibility Center Code :	onsibility Center Code :					
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost			
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				-				
	Annual Control of the Lot							
	Million							
			-					
			+					
			1					
			+					
			+					
			1					
			-					
			-					
		Total	+					
Purpose:		Total						
ignature :	quested by:	Recommending Approval:	Approved by:					
rinted Name :		DR. MARCIANO U. SORIANO, JR.,CESO V	/I AGUEDO	C. FERNANDE	Z, CESO V			
Designation:	a libraria	Assistant Schools Division Superintendent		s Division Superi				