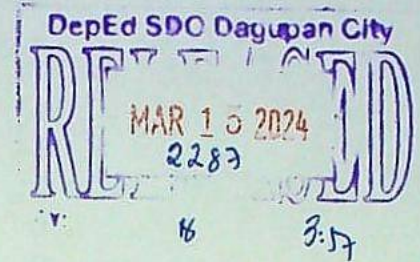




Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM

No. 118, s. 2024

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
Public Schools District Supervisors
Education Program Supervisors
Section Heads and Unit Heads
Program Owner/Proponent
All others concerned

FROM: The Schools Division Superintendent

DATE: March 13, 2024

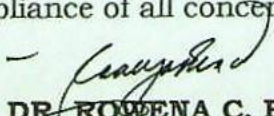
SUBJECT: **COMPOSITION OF HUMAN RESOURCE LEARNING
AND DEVELOPMENT COMMITTEE (HRLDC) FY 2024**

This Office hereby announced the composition of SDO HRLDC for the Fiscal Year 2024. All learning and development programs/activities, funded or non-funded shall pass thru the committee for review and presentation to ensure alignment to the MATATAG curriculum.

Please refer to the attached HRLDC checklist for all necessary documents to be submitted prior to the review and presentation of the proposal. Other forms/templates can be accessed via <https://tinyurl.com/HRDsdoDCfiles> for ready reference. HRLDC conference is scheduled every 4th Monday of the month.

All other provisions of the Division Memoranda No. 108 and 234, s. 2022 are still in effect.

For the information, guidance, and compliance of all concerned.


DR. ROWENA C. BANZON, CESO V
Schools Division Superintendent

Reference: Division Memoranda No 108 and 234, s. 2022

Encl.: as stated

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

#HRD #L&D #HRLDC
HRDS/is/DM_ HRLDCcomposition

March 13, 2024



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



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

DepEd SDO Dagupan City
RECEIVED
 MAR 07 2024
 1954
 8:27

Office of the Schools Division
 Superintendent

**COMPOSITION OF THE SCHOOLS DIVISION OFFICE
 HUMAN RESOURCE LEARNING AND DEVELOPMENT COMMITTEE (HRLDC)
 FY 2024**

**Head of the Agency/
 Chairperson:**

ROWENA C. BANZON, CESO V
 Schools Division Superintendent

Co-Chairperson:

ANNA LIZA M. CHAN
 Supervising Education Program Specialist
 OIC-Office of the Assistant Schools Division Superintendent

Vice Chairpersons:

EDILBERTO R. ABALOS, EdD
 Chief Education Supervisor, SGOD

MARIA LINDA R. VENTENILLA
 Chief Education Supervisor, CID

Members:

RONNIE G. BONAO
 Education Program Supervisor

MYREL ANGELICA N. LOPEZ
 Administrative Officer V
 Level II Representative

RENATA ROVILLOS
 Education Program Supervisor

CHELSEA M. PARAS
 Administrative Assistant
 Level I Representative

ALFRED B. GONZALES
 Education Program Supervisor

JENNETTE A. SISON
 Administrative Officer IV

ISAGANI D. ROSARIO
 Senior Education Program Specialist, SMME

CLARITA F. TAMAYO
 Administrative Officer IV

IRISH J SOLIS
 Senior Education Program Specialist, HRD

ICT Personnel

JOANN L. JIMENEZ
 Planning Officer

**Documenter/
 Secretariat:**

GILLIANE S. CASACLANG
 Project Development Officer I-YF
 HRD Assistant

GIM BONIO CALULUT
 Administrative Aide VI, CID

ARIANE OLLADO
 Administrative Assistant III, OSDS

Approved:

[Signature]
DR. ROWENA C. BANZON, CESO V
 Schools Division Superintendent



Address: Burgos St., Poblacion Oeste, Dagupan City
 Telephone: (075) 653-4101
 Website: depeddagupan.com
 email: dagupan.city@deped.gov.ph



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

Uploaded in the PMIS

Title of the Program: _____
Proposed Date of Implementation: _____
Target Participants: _____
No. of Participants: _____
Proposed Venue: _____
Proposed Source of Funds: _____
Proponent: _____ **Designation:** _____ **Office:** _____

Documentary Requirements:

Activity/Program/Project Proposal
Budget Estimate
Source of Fund/SARO
Approved WFP
Draft Purchase Request
Draft PPMP
List of Participants with Terms of Reference
BEMEF: Implementation Plan and M&E Plan
NEAP/PRC Accreditation Certification Requirements (if applicable)
Authority to Conduct/Activity Request at PMIS

HRLDC Review Process

Stage	Remarks/Findings
Document Review	
Initial Review	
Final Review	

Prepared by:

Pre-assessed by:

Proponent

HRLDC Secretariat