



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

DIVISION MEMORANDUM
No. **411** s. 2022

25 JULY 2022

ESTABLISHING THE HUMAN RESOURCE DEVELOPMENT COMMITTEE

To: **Curriculum Implementation Division (CID)**
School Governance and Operations Division (SGOD)
Division Office Personnel
All School Heads Teaching and Non-Teaching Staff
This Division

1. Pursuant to **Civil Service Commission Memorandum Circular No. 43, s. 1993** as amended in **MC 10, s. 1989**, requiring all agencies to establish a Human Resource Development Committee (HRDC), Misamis Oriental Division announces the composition of the Division HRDC who shall serve as screening and coordinating committee on providing timely, relevant and competency based human resource development programs and interventions to all teaching and non-teaching personnel.
2. Human Resource Development and Training Programs refers to activities aimed at enhancing performance and career growth of DepEd employees which include but not limited to scholarships and study grants, trainings, seminars, workshops, conferences, and other similar development interventions.

The Division HRDC shall compose of the following:

- | | |
|-------------|---|
| Chairperson | - Jonathan S. Dela Peña, PhD, CESO V
Schools Division Superintendent |
| Members | - Erlinda G. Dael, PhD, CESE
Asst. Schools Division Superintendent |
| | Maria Teresa M. Absin, PhD
SGOD, Chief Education Supervisor |
| | Cydel P. Valmores, PhD
CID, OIC-Chief Education Supervisor |
| | Irish Karylle D. Monte, PhD
Senior Education Program Specialist-HRD |
| | Eman A. Lachica, PhD
Education Program Specialist II-HRD |
| | Melanie C. Estenzo
HRMO |





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Elmar G. Anoc, CPA
Accountant III

Mark Lorren T. Tejano
Budget Officer

Secretariat/Support Staff: Shayne Yannah M. Frias

Employees sent for trainings are automatically the resource speakers/LRP in the Division Rollouts. Other speakers may be assigned/recommended by the HRDC.

3. Functions of the HRDC:

- a. Implement policy guidelines for provisions on trainings and participation of teachers and personnel in meetings, workshops, fora and other educational and technical development activities.
- b. Prepare the Division's Human Resource Development and Training (HRTD) Plan based on competency assessment and training needs.
- c. Provision of support to the development of short term and long-term Master Plans, Designs and Resource Packages for Division professional development and coordinates the same at the school and cluster levels.
- d. Coordinate the planning, implementation, monitoring, supervision and evaluation of activities.
- e. Prepare and submit training accomplishment reports to the SDS Office, Regional Director or DepEd Central Office.
- f. Facilitate the issuance of memoranda and travel orders related to Training and Development (T&D) programs.
- g. Document and maintain database of PDC deliberations and other pertinent records.
- h. In line with this, the designated members of the PDC are advised to convene for the debriefing and post activity meetings before and every after conduct of T&D programs.
- i. In like manner, all Division Trainings shall be properly coordinated to the HRDC.





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4. Wide dissemination of and strict compliance of this Memorandum is hereby enjoined.


JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent 

Encls.: As stated

To be indicated in the Perpetual Index

under the following subjects:

NQESH

JSD-EGD/sgod/mma-HRD Monte-Lachica

