



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY
P.V.

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF BIÑAN CITY
RECORDS SECTION

22 MAR 2022

DIVISION MEMORANDUM
No. 083, s. 2022

22 Mar 2022

RECONSTITUTION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE

To : OIC - Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Schoolheads

1. Pursuant to Section 31, Book V of Executive Order No. 292 known as the Revised Administrative Code of 1987 on the Civil Service Commission, and Civil Service Commission (CSC) Memorandum Circular No. 10, series of 1989 and No. 43, series of 1993 known as Streamlining and Deregulating of Human Resource Development Functions, heads of the agencies shall have the primary responsibility to formulate and establish their respective training and development programs.

2. In compliance to the above issuances, the City Schools Division of Biñan City reconstitutes the composition of Human Resource Development Committee (HRDC) under Learning & Development of the PRIME-HRM, effective **March 22, 2022**, related to work transfer of stations of other committee members, to wit:

Chairperson: **EDENIA O. LIBRANDA**
Chief Education Supervisor
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

Co-Chairperson: **BAYANI V. ENRIQUEZ**
Chief Education Supervisor
School Governance and Operations Division

Members: **MARY ANN L. TATLONGMARIA**
Chief Education Supervisor
Curriculum Implementation Division

ARIEL M. CABANTOG
Administrative Officer V

DARWIN S. MALAPAYA
Budget Officer/AO V

MARY JOY L. CABILES
SEPS-HRD



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ISIDRA L. GALMAN
SEPS-SMME

FERDINAND R. ARBO
EPS II-SMME

TITO G. PASCUAL
Personnel Officer/AO IV

All Education Program Supervisors (EPSs)

MYRNA G. PALMA
Principal/Representative of Elementary School Heads

ANGELO D. UY
Principal/Representative of Secondary School Heads

Secretariat: **ARLETTA B. ALORA**
EPS II-HRD

MAUREEN JANE Q. ALANGCO
PDO I-Youth Formation

MARY ROSE M. MAGBUJOS
Administrative Assistant III

3. Its main function is to serve as screening and coordinating committee on providing timely and relevant competency-based human resource development programs and interventions to all teaching, teaching-related and non-teaching personnel in the division.

4. Terms of Duty

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

5. The HRDC shall perform the duties and responsibilities and other related tasks duly assigned by this office which are as follows:

- a. Develop and implement policy guidelines for provisions on training and participation of personnel in the division in trainings, workshops, seminars and other learning and development programs/activities;
- b. Prepare the SDO Learning and Development Plan based on needs assessment;
- c. Screen qualified nominees based on the L&D Plan, Policy Guidelines and Criteria for scholarship and program participation (EPS changes on the nature of scholarship/training/workshop)
- d. Determine the provisions for training/scholarship contract, training funds and other individual or group entitlement;
- e. Prepare assessment tool/criteria and pre-screen applicants based on records, documents and requirement for shortlisting and endorsement;
- f. Recommend to the Head of Agency or her duly authorized representative the most qualified nominees and recipients in accordance with screening results considering the Equal Opportunity Principle (EOP), except if



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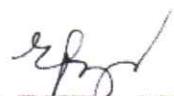
concerned recipient/s had been explicitly identified by the agency head in the exigency of service and/or direct identification of trainees/recipients by the Central and Regional Office;

- g. Submit to the Head of Agency a quarterly report on HRDC accomplishments, and
- h. Do other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy and procedures on Learning and Development.

6. The HRDC Secretariat shall perform the following duties and responsibilities:

- a. Disseminate scholarship/training/workshop invitations to all functional units and schools;
- b. Assist the candidate/s in the preparation/accomplishment of needed training and scholarship requirements;
- c. Prepare correspondence, memoranda, notices and minutes of the meeting for screening/deliberations/meetings of the HRDC;
- d. Document and maintain database of L and D related documents;
- e. Assist in the preparation of Annual HRDC Accomplishment Report.

7. Immediate and widest dissemination of this Memorandum is desired.



EDNA FAURA-AGUSTIN
Schools Division Superintendent

Encl: None

Reference: As stated

18

SGOD/HRD / MJLC / / DM-Reconstitution of the Human Resource Development Committee
/ 03/22/2022



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