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DIVISION MEMORANDUM

No. 199, s. 2021

**CREATION OF HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) IN THE  
CITY SCHOOLS DIVISION OF BIÑAN CITY**

To : Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Administrative Officer V  
Principal, Biñan Elementary School  
Principal, BCSHS-San Antonio Campus

1. Pursuant to CSC MC No. 3, s. 2012 entitled Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and in keeping with the provisions of CSC Memorandum Circular No. 10 s. 1989, this Office announces the creation of the Division Human Resource Development Committee (HRDC) effective **June 8, 2021**.
2. 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.
3. Under Learning and Development of PRIME-HRM, the **Human Resource Development Committee (HRDC)** shall be composed of the following:

Chairperson: **EDGARDO B. MILITANTE**  
Assistant Schools Division Superintendent

Co-Chairpersons: **BAYANI V. ENRIQUEZ**  
SGOD Chief

**MARY ANN L. TATLONGMARIA**  
CID Chief

Members: **ARIEL M. CABANTOG**  
Administrative Officer V

**DARWIN S. MALAPAYA**  
Budget Officer/AO V

**MARY JOY L. CABILES**  
SEPS-HRD

**ISIDRA L. GALMAN**  
SEPS-SMME

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**FERDINAND R. ARBO**  
EPS II-SMME

**TITO G. PASCUAL**  
Personnel Officer/AO IV

**PILAR I. DE CASTRO**  
Principal/Representative of Elementary School Heads

**ANGELO D. UY**  
Principal/Representative of Secondary School Heads

**All Education Program Supervisors (EPSs)**

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

**MAUREEN JANE Q. ALANGCO**  
PDO I-Youth Formation

**MARY ROSE M. MAGBUJOS**  
Administrative Assistant III

**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 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 dissemination of and strict compliance with this Memorandum is desired.



**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

