February 27, 2023

REGION MEMORANDUM
HRDD-2023-011

SCHEDULE OF QUARTERLY HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW (PIR) FOR CY 2023

To: Schools Division Superintendents

1.   The Human Resource Development Division (HRDD) hereby issues the indicative schedule of the conduct of the **Quarterly HRDD-HRDS Program Implementation Review (PIR)** for CY 2023.

2.   The quarterly activity aims to:
   a. Assess the implementation of HRDD-HRDSs Programs, Projects, and Activities (PPAs) aligned with the objectives of NEAP, BHROD, TEC, and other coordinating offices for management and development of the department's human resources and gather most significant changes as opportunities for improvement and provision of technical assistance.
   b. Provide the opportunity for the HRDD-NEAP and HRDS personnel to conduct monitoring and provision of technical assistance to last mile school/s of the host division.

3.   Participants in the quarterly HRDD-HRDS PIR are HRDD-NEAP personnel, SGOD chief education supervisors, education program supervisors, SDO Human Resource Development Section (HRDS) senior education program specialists (SEPS), education program specialists II, and QAME representative from QAD.

4.   See the following enclosures for reference:
   Enclosure 1: HRDD-HRDS Program Implementation Review Guidelines
                (with Toolkit)
   Enclosure 2: 1st Quarter HRDD-HRDS PIR Program of Activities
   Enclosure 3: Terms of Reference
   Enclosure 4: List of Participants

5.   SDO presentations shall be submitted to the HRDD through https://bit.ly/3Zrsl4f two days before the conduct of the quarterly PIR. The proforma of the report or presentation can also be downloaded from the link.

6.   Meals, accommodation, supplies and materials, and other expenses relative to the conduct of the activity shall be charged against the host Schools Division Office's HRD 2022 Continuing Fund or HRD-INSET Fund 2023 subject to usual accounting and auditing rules and regulations.

7.   Transportation of DepEd RO XII – HRDD Program Management Team for the conduct of the activity shall be charged against the HRDD GASS Fund 2023 subject to usual accounting and auditing rules and regulations.

8.   For queries and clarifications, contact Dave C. Prodigo, EPS – HRDD, through dave.prodigo@deped.gov.ph and/or Maricel B. Dignadice, EPS II – NEAP R-XII, through maricel.bacaling@deped.gov.ph.

9.   For reference and compliance of all concerned.

CARLITO D. ROCAFORT
Director IV

Encl.: As stated
Reference: HRDD OM
Allotment: HRD -PSF 2022 Continuing Fund, HRD-PSF 2023, and HRDD GASS Fund 2023
To be indicated in the Perpetual Index under the following Subjects:

PROGRAMS   REVIEW

DCP/HRDD/RM – CONDUCT OF QUARTERLY HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW (PIR) FOR CY 2023/008/February 27, 2023

Enclosure 1 to Region Memorandum HRDD-2023-011

Guidelines for the Quarterly HRDD-HRDS Program Implementation Review

Terminal Objective:

To assess the implementation of HRDD-HRDSs Programs, Projects, and Activities (PPAs) aligned with the objectives of NEAP, BHROD, TEC, and other coordinating offices for management and development of the department's human resources and gather the most significant changes as opportunities for improvement and provision of technical assistance.

Enabling Objectives:

1. Review the HRDS's progress of performance in programs, projects and activities relative to the HRDD-NEAP's flagship programs LEARN, ASCEND, and GROW.

2. Present the status of HRDD-HRDSs programs, projects, and activities on physical and financial plans versus accomplishment by quarter;

3. Discuss issues, gaps, bottlenecks, risks, and opportunities for improvement affecting the implementation of programs, projects, activities, and innovations related to human resource management and development and agree on corrections and corrective actions for improvement;

4. Discuss current policies, programs, and initiatives affecting human resource development for top management decisions; and

5. Conduct monitoring and provide technical assistance relative to HRDD-NEAPs' programs, projects, and activities to last-mile school/s of the host division/s.

Schedule and Hosting:

The HRDD-HRDSs Program Implementation Review shall be conducted quarterly with the following schedule and host divisions:

Quarter	Date	Host (Schools Division)
1st	March 30 - 31, 2023	Sultan Kudarat & Tacurong City
2nd	June 29 – 30, 2023	Sarangani & Koronadal City
3rd	September 28 – 29, 2023	Cotabato Province & Kidapawan City
4th	December 6 – 7, 2023	South Cotabato & Gen. Santos City

Participants:

A. Regional Office: Director IV, Director III/NEAP Operations Manager, HRDD-NEAP CES, EPSs, SEPS, EPSs II, Dormitory Manager, ADAS III & ADAS I and M & E representative (QAD EPS)

B. Schools Division Offices (SDOs): SGOD CESs, EPSs, HRDSs SEPSs & EPSs II

Procedures and Standards:

1. SDOs shall prepare a **15-minute PowerPoint presentation** aligned with the contents of the toolkit per quarter. SDOs through the leadership of the SGOD Chiefs are required to conduct pre-work before the quarterly schedule of the PIR.

2. SDO presentation shall only have **15 slides** contributing to the implementation of the HRD PPAs, gaps, issues, and concerns needing top management decision and action.

3. The **SGOD-CES** shall be responsible for reporting the performance of the SGOD-HRDS; however, in case of unavoidable absence of the SGOD-CES, the EPS or SEPS shall do the task with proper communication to the HRDD CES.

4. A **15-minute interpellation, discussion, and synthesis** with the HRDD-NEAP Team shall follow to commend major accomplishments of the SGOD-HRDSs and clarify issues and concerns for action and endorsement to the top management.

5. The **timekeeper** assigned shall keep track of the time as the presentation is being done and shall inform the presenter or the discussant that time is up by flashing signage. However, to ensure the HRDD-NEAP Team is informed of the full content of the presentations, SGOD-HRDS is requested to submit its soft copy at least two (2) days prior to the PIR schedule to https://bit.ly/3Zrsl4f.

6. All SDOs are expected to report updates of PPAs and the most significant change stories (MSCs) based on the quarter's accomplishments. Furthermore, all SDOs are enjoined to follow the prescribed number of slides for the presentation to avoid overtime.

7. To instill the culture of sharing the innovations of and with other SGOD-HRDSs and listening to their lessons learned, all participants are required to stay until the last part of the program of activities. All data shall be stored in a Google Drive created by the Secretariat. Salient points of Quarterly HRDD-HRDS PIR shall be reported during ProgCom meetings.

**TOOLKIT FOR THE HRDD-HRDS PROGRAM IMPLEMENTATION
REVIEW (PIR) CY 2023**

To guide the SGOD-HRDSs in formulating a comprehensive Completed Staff Work (CSW), this toolkit serves as a data analysis tool designed in gathering quantitative and qualitative information on HRD programs, projects, and activities for CY 2023.

It outlines the process questions to be asked by the HRDD-NEAP and SGOD-HRDSs in order to unleash issues and concerns and document the initial progress of the department's programs and interventions implementation.

Questions are organized to explain and reveal the results, including why and how prevailing issues and concerns can be mitigated and corrective actions to be applied to reduce the risks.

The use of dashboards and segmentation in presenting the results is highly recommended to clearly visualize the trend of data.

Specifications:

The quarterly HRDD-HRDS Program Implementation Review (PIR) highlights the accomplishments and performances of SDOs in the following:

1. PPAs under LEARN (L&D for Teachers and School Leaders, L&D for Non-Teaching Personnel, and other related activities)
2. PPAs under ASCEND (Personnel Performance Management (RPMS-PPST, IDP, SIDP, etc.) and Rewards and Recognition, and other related activities)
3. PPAs under GROW (Employees' Welfare and Development and other related activities)
4. Fund Utilization Report

I. Program Implementation Progress

1. Present quarterly physical targets versus the accomplishment of the following identified programs:

    1.1. PPAs under LEARN (Must contain report or data on Region and SDO-initiated programs, projects, and activities)
    1.2. PPAs under ASCEND (Must contain report or data on Region and SDO-initiated programs, projects, and activities)
    1.3. PPAs under GROW (Must contain report or data on Region and SDO-initiated programs, projects, and activities)

2. Financial utilization targets and accomplishments shall also be presented for the aforementioned courses and programs that have a budget allocation for CY 2023.

2.1. HRD PSF 2022 (Continuing)
2.2. HRD PSF 2023
2.3. INSET PSF 2022 (Continuing)
2.4. INSET PSF 2023
2.5. OPDNTP PSF 2022 (Continuing)
2.6. OPDNTP PSF 2023

3. Present an updated overall financial utilization of the HRD Funds vis-a-vis the Work and Financial Plan for the Calendar Year 2023.

4. Highlight programs, projects, and activities that were delayed and explain the causes of the delay.

5. Highlight MSCs regarding the contribution of the PPAs to the roles and responsibilities of teaching and non-teaching personnel in the Division. **Note that the most significant stories to be highlighted should be in the particular quarter and should be based on the PPAs availed by the employee/s.**

II. Proposed Actions
1. What areas/risks need focus and immediate solutions based on the data presented?
2. What actions or measures must be undertaken to mitigate the challenges and sustain the programs?
3. Present an action plan focusing on these areas following the template below.

Risk (Based on the gaps identified in the different programs)	Objective/s	Action to be Taken	Timeline	Responsible Person/s	Resources Needed

Enclosure 2 to Region Memorandum HRDD-2023-011

1st QUARTER HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW (PIR)
March 30-31, 2023

TIME	ACTIVITY	PERSON RESPONSIBLE
DAY 1 – HRDD and HRDS Program Implementation Review		
8:00 a.m. – 9:00 a.m.	Arrival and Registration	Participants and Program Management Team (PMT)
9:01 a.m. – 9:40 a.m.	**Opening Program** • Preliminaries • Acknowledgement of Participants • Welcome Address • MESSAGE • Overview and Statement of Purpose of the Quarterly HRDD-HRDS PIR	 **PMT** **Ma. Isabel R. Cunanan** EPS – HRDD **Leonardo M. Balala** SDS – SDO Sultan Kudarat **Miguel P. Fillalan Jr.** SDS – Tacurong City **Carlito D. Rocafort** Director IV **Peter Van C. Ang-ug** OIC-CES – HRDD
9:41 a.m. – 10:10 a.m.	Status of Agreements in the 2022 4th Quarter PIR	**Dave C. Prodigo** EPS – HRDD
10:11 a.m. – 10:25 a.m. (Presentation) 10:26 a.m. – 10:40 a.m. (Interpellation & Synthesis)	**General Santos City** Presenter: **Victorino A. Fuentes, Jr.** CES, SGOD	Discussant: **Dave C. Prodigo** EPS - HRDD Synthesizer: **Jyzyll G. Cantos** ADAS III – HRDD-NEAP
10:41 a.m. – 10:55 a.m. (Presentation) 10:56 a.m. – 11:10 a.m.	**Koronadal City** Presenter: **Danilo C. Abanil** CES, SGOD	Discussant: **Maria Isabel R. Cunanan** EPS - HRDD Synthesizer: **Apple John A. Satorre**

		EPS II - HRDD
(Interpellation & Synthesis)		
11:11 – 11:25 A.M. (Presentation) 11:26 – 11:40 A.M. (Interpellation & Synthesis)	**Sarangani** Presenter: **Ma. Shirley M. Cardinal** CES, SGOD	Discussant: **Peter Van C. Ang-ug** OIC-CES - HRDD Synthesizer: **Jodan F. Manua** EPS II - HRDD
11:41 a.m. – 11:55 p.m. (Presentation) 11:56 a.m. – 12:10 p.m. (Interpellation & Synthesis)	**South Cotabato** Presenter: **Christopher Frusa** CES, SGOD	Discussant: **Henry Fritz H. Diaz** SEPS - HRDD-NEAP Synthesizer: **Maricel B. Dignadice** EPS II - HRDD
12:11 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m. (Presentation) 1:16 p.m. – 1:30 p.m. (Interpellation & Synthesis)	**Cotabato Province** Presenter: **Julie B. Lumogdang** CES, SGOD	Discussant: **Dave C. Prodigo** EPS - HRDD Synthesizer: **Jyzyll G. Cantos** ADAS III – HRDD-NEAP
1:31 p.m. – 1:45 p.m. (Presentation) 1:46 p.m. – 2:00 p.m. (Interpellation & Synthesis)	**Kidapawan City** Presenter: **Marissa T. Bernaldez** CES, SGOD	Discussant: **Maria Isabel R. Cunanan** EPS - HRDD Synthesizer: **Apple John A. Satorre** EPS II - HRDD
2:01 p.m. – 2:15 p.m. (Presentation) 2:16 p.m. – 2:30 p.m. (Interpellation & Synthesis)	**Tacurong City** Presenter: **Mayflor D. Romualdo** CES, SGOD	Discussant: **Peter Van C. Ang-ug** OIC-CES - HRDD Synthesizer: **Jodan F. Manua** EPS II - HRDD
2:31 p.m. – 2:15 p.m. (Presentation)	**Sultan Kudarat** Presenter: **Mohaliden M. Suaeb**	Discussant: **Henry Fritz H. Diaz** SEPS - HRDD-NEAP

Time	Activity	Person/s Responsible
2:16 p.m. – 2:30 p.m. (Interpellation & Synthesis)	CES, SGOD	Synthesizer: **Maricel B. Dignadice** EPS II - HRDD
2:31 p.m. – 4:00 p.m.	**HRDD-NEAP Updates**	HRDD-NEAP Program Holders
4:01 p.m. – 5:00 p.m.	**Closing Program** • Next Steps/Ways Forward • Mechanics of 2nd Day Activity • Closing Message • Acknowledgement	 **Jodan F. Manua** EPS II – HRDD **Dave C. Prodigo** EPS – HRDD **Rebonfamil R. Baguio** Director III **Peter Van C. Ang-ug** OIC-CES - HRDD

Moderator:
Jyzyll G. Cantos
ADAS III – HRDD-NEAP

Secretariat:
GV Lo Buensalida
ADAS I, HRDD

Christopher Estanislao
Dormitory Manager, NEAP

QATAME: **Quality Assurance Division EPS**

DAY 2 – Monitoring and Provision of Technical Assistance to Last-mile School/s		
7:30 a.m. – 8:00 p.m.	Attendance Management of Learning	**Jyzyll G. Cantos** ADAS III – HRDD-NEAP
8:01 a.m. – 12:00 p.m.	• Monitoring and Provision of Technical Assistance to Last-mile School/s	HRDD-NEAP Personnel SDO Participants
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 4:00 p.m.	Homebound	

Moderator:
Jyzyll G. Cantos
ADAS III – HRDD-NEAP

Secretariat:
GV Lo Y. Buensalida
ADAS I, HRDD

Christopher F. Estanislao
Dormitory Manager, NEAP

QATAME: **Quality Assurance Division EPS**

Enclosure 3 to Region Memorandum HRDD-2023-011

TERMS OF REFERENCE

ROLE	FUNCTIONS/TASKS
Presenter	- Provides a **15-minute presentation** of the SDO's accomplishments, issues, and concerns in the implementation of human resource-related programs. The presentation shall contain **15 slides** only. - Answers questions and clarifications of the lead discussant and other discussants. - Takes note of the agreements made in the current PIR and reports its progress on the next conduct.
Lead Discussant	- Takes note of the salient points in the presentations of the SDOs. - Facilitates further elucidation and discussion of identified issues, concerns, and challenges during the interpellation. - Provides technical assistance to some issues and concerns of the SDOs in the implementation of PPAs. - Gives way for other discussants to ask for clarifications if there is still time left for interpellation. - Respectfully cuts the presenter when the allotted time for presentation is up.
Discussant	- Takes note of the salient points in the presentations of the SDOs. - Provides technical assistance to some issues and concerns of the SDOs in the implementation of PPAs.
Synthesizers and Quality Assurance Team	- Ensure submission of PowerPoint presentations of the SDO assigned to them. - Make thorough follow-up on SDOs that have not submitted presentations on the set deadline. - Check and quality assure the completeness and quality of the content of the presentations vis-à-vis the PIR Toolkit for the quarter. - Accomplish the tracker of submission and QA of slide decks.

	- Synthesize the proceedings of the presentation and interpellation of the SDO assigned to him/her. - Reads synthesis at the end of the interpellation. - Submits to the secretariat the accomplished synthesis form for compilation.
Secretariat	- Documents the entire proceedings of the HRDD-HRDS PIR and submits the transcript 3 days after the activity. - Ensures submission and compilation of all the documents of the conduct of the quarterly HRDD-HRDS PIR in the Google Drive of HRDD 5 days after the conduct of the activity. - Ensures that all forms and documents conform with DIT standards. - Processes all documentary requirements for liquidation of expenditures in the activity.
Timekeeper	- Ensures that all presentations and interpellations do not exceed 15 minutes each. - Provides a reminder in the Google Meet chat box when 5 minutes are left for each part through the prompt "5 minutes left" twice. - Prompts the presenter, lead discussant, or the discussant when time is up by typing "Time is up!" three times in the Google Meet chat box.
Moderator	- Facilitates the smooth flow of the activity. - Respectfully cuts the lead discussant/discussant when the time for interpellation is up.
HRDD and NEAP PMT and Communications Team	- Requests QATAME for the conduct of the PIR - Provides the Minutes of the Meeting to the HRDD Chief 10 days after the PIR - Take note of the implementation status of the program/s assigned to them and report them during the Program Management Review on the second day of the PIR. - Provide TA to SDOs regarding their respective programs, projects, and activities (PPAs). - Submits Program Completion Report (PCR)

Enclosure 4 to Region Memorandum HRDD-2023-011

LIST OF PARTICIPANTS
HRDD-HRDS PIR

No.	Name	Designation/Position	Station
1	CARLITO D. ROCAFORT	REGIONAL DIRECTOR	REGIONAL OFFICE
2	REBONFAMIL R. BAGUIO	ASST. REGIONAL DIRECTOR	REGIONAL OFFICE
3	PETER VAN C. ANG-UG	OIC-CES	HRDD
4	DAVE C. PRODIGO	EPS	HRDD
5	MA. ISABEL R. CUNANAN	EPS	HRDD
6	HENRY FRITZ H. DIAZ	SEPS	NEAP R-XII
7	APPLE JOHN A. SATORRE	EPS II	HRDD
8	MARICEL B. DIGNADICE	EPS II	NEAP R-XII
9	JODAN F. MANUA	EPS II	HRDD
10	CHRISTOPHER F. ESTANISLAO	DORMITORY MANAGER	NEAP R-XII
11	JYZYLL G. CANTOS	ADAS III	NEAP R-XII
12	GV LO B. YORO	ADAS I	HRDD
13	*To be identified*	EPS/QAME IN-CHARGE	QAD
14	JULIE B. LUMOGDANG	SGOD CES	COTABATO
15	CHARLIE L. ANTIPOLO	SGOD EPS	COTABATO
16	ABDULRAHMAN D. ANDIE	HRDS SEPS	COTABATO
17	MARY ANN C. COLINARES	HRDS EPS II	COTABATO
18	VICTORINO A. FUENTES, JR	SGOD CES	GENERAL SANTOS CITY
19	RONALD S. RADIN	SGOD EPS	GENERAL SANTOS CITY
20	JOHN MICHAEL P. CASTINO	HRDS SEPS	GENERAL SANTOS CITY
21	JENNALYN S. SISON	HRDS EPS II	GENERAL SANTOS CITY
22	MARISSA T. BERNALDEZ	SGOD CES	KIDAPAWAN CITY
23	PERLAS I. VALLEZ	SGOD EPS	KIDAPAWAN CITY
24	FE C. BALBAS	HRDS SEPS	KIDAPAWAN CITY
25	ROXANNE O. ANJAO	PDO II	KIDAPAWAN CITY
26	DANILO C. ABANIL	SGOD CES	KORONADAL CITY
27	JOHN GREGORY G. JABIDO	SGOD EPS	KORONADAL CITY
28	MARICRIS T. BABAR	HRDS SEPS	KORONADAL CITY
29	MERCY R. AGUILLON	HRDS EPS II	KORONADAL CITY
30	MA. SHIRLEY M. CARDINAL	SGOD CES	SARANGANI
31	MELODIE M. DEMABILDO	SGOD EPS	SARANGANI
32	MARITES D. LARA	HRDS SEPS	SARANGANI
33	MADINA P. LOGUIOMAN	HRDS EPS II	SARANGANI
34	CHRISTOPHER T. FRUSA	SGOD CES	SOUTH COTABATO

35	GLENN SOLDEVILLA	SGOD EPS	SOUTH COTABATO
36	BERT D. LABUAYA	HRDS SEPS	SOUTH COTABATO
37	ARNEL BIEN	HRDS EPS II	SOUTH COTABATO
38	MOHALIDEN M. SUAEB	SGOD CES	SULTAN KUDARAT
39	SADAT T. SINOLINDING	SGOD EPS	SULTAN KUDARAT
40	LAZARO P. ORIEL	HRDS SEPS	SULTAN KUDARAT
41	MARK CARLO D. BUYAO	HRDS EPS II	SULTAN KUDARAT
42	MAYFLOR D. ROMUALDO	SGOD CES	TACURONG CITY
43	ERNIE P. PAMA	SGOD EPS	TACURONG CITY
44	JANICE P. SUBOC	HRDS EPS II	TACURONG CITY
45	JUNRE CORO	DRIVER	REGIONAL OFFICE
46	RONEL GARFERIO	DRIVER	REGIONAL OFFICE
47	*To be identified.*	DRIVER	REGIONAL OFFICE