



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

18 Aug 2023

DIVISION MEMORANDUM
OSDS No. **102** s. 2023

CREATION OF HUMAN RESOURCE DEVELOPMENT COMMITTEE

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section/Unit Heads
Public Schools District Supervisors
Education Program Supervisors
All Others Concerned

1. The journey towards Program in Institutionalizing Meritocracy and Excellence in Human Resource Management (PRIME-HRM) in order to elevate the level of excellence and good governance of the leadership and human resource of the Schools Division of South Cotabato aims to put importance in the continual development of its human resource through different learning and development interventions.

2. Anent this, this office issues the composition and function of the Human Resource Development Committee:

Chairperson: Jasmin P. Isla
Assistant School Division Superintendent

Vice Chairpersons:

CRISTOPHER T. FRUSA
Chief, SGOD

LALAINÉ S.J. MANUNTAG, PhD
Chief, CID

Members:

RONALD JIM S. SOMERA
AO V- Administrative Services

ARLENE L. ALBUNA
AO IV- Personnel

MAY GRACE T. DUPA
Budget Officer

CARLO P. DIVEDOR, CPA
Accountant III

Public Schools District Supervisors/Principals In-Charge

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



Address: Alunan Avenue, City of Koronadal, South Cotabato 9506
Telephone Number: (083)228-3801
Email Address: south.cotabato@deped.gov.ph





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Education Program Supervisors

Designated Program Holders/Coordinators/Focal Persons

Agustin A. Pandoma
SEPS-P&R

Mark Jefferson A. Montaña
Planning Officer III

Rodel Catubay
SEPS-SMME

Jet A. Javellana
EPS II- SMME

Secretariat: Bert D. Labuaya
SEPS- HRD

Arnel B. Bien
EPS II- HRD

3. The members of the HRDC shall serve for a period of one year from the date of designation, subject to the renewal and discretion of the Head of the Agency.
4. The HRDC shall perform the duties and responsibilities and other related tasks duly assigned by this office as follows:
 - a. Implement policy guidelines for provisions on training and participation of personnel in the division in trainings, workshops, seminars, and other development programs/activities;
 - b. Prepare the SDO Learning and Development Plan based on needs assessment;
 - c. Screen qualified nominees based on the Learning and Development (L and D) Plan, Policy Guidelines and Criteria for scholarship and program participation;
 - d. Determine the provisions for training/scholarship, training funds and other individual or group entitlement;
 - e. Recommend to the Head of the Agency or his/her duly authorized representative the most qualified nominees or recipients in accordance with screening results, except if concerned recipients had been explicitly

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identified by the agency head in the exigency of service and/or direct identification of trainees/recipients by the Central Office; and

- f. 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.
5. The HRDC Secretariat shall also perform the following duties and responsibilities:
- a. Facilitate information dissemination of scholarship/training/workshop invitations to all personnel in the division, schools, and learning centers;
 - b. Prepare assessment tool/criteria and pre-screen applicants based on records, documents and requirements for shortlisting and endorsement;
 - c. Provide technical assistance to the candidate in the preparation/accomplishment of needed training and scholarship requirements;
 - d. Prepare notices and agenda for screening/deliberations/meetings of the HRDC;
 - e. Document and maintain database of L and D related documents; and
 - f. 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. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: N o n e
Reference: N o n e
To be indicated in the Perpetual Index
under the following subjects:

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COMMITTEES PERSONNEL

NHT/DM- creation of HRDC
0000/August 18, 2023

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