



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

**Office of the Schools Division  
Superintendent**

**20 Oct 2023**

DIVISION MEMORANDUM  
OSDS No. **143** s. 2023

**COMPOSITION AND FUNCTIONS OF THE 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. Pursuant to CSC Memorandum Circular No. 10, s. 1989 re: Establishing a Personnel Development Committee in all Departments, Agencies, Instrumentalities, Branches and Subdivisions in Government, Including Government-Owned and Controlled Corporations and Local Governments, the Human Resource Development Committee (HRDC) is hereby established to strengthen capability building through human resource development programs which include scholarships, training opportunities and other development activities to optimize the performance of its officials and employees.

2. The PDC/HRDC is composed of the following:

Chairman: Jasmin P. Isla  
Assistant School Division Superintendent

Vice Chairmen:

Cristopher T. Frusa  
Chief, SGOD

Lalaine SJ. 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/Non-Teaching 2<sup>nd</sup> Level Representative

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



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Public Schools District Supervisors/Principal-In-Charge  
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

Kier Aleli C. Pantallano  
ADAS-III/Non-Teaching 1<sup>st</sup> Level Representative

Bert D. Labuaya  
SEPS- HRD

Arnel B. Bien  
EPS II- HRD

Secretariat: Keith J. Gella  
AO -II

Jonald V. Dajay  
AO -II

3. 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 the Agency.

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

a. Develop Schools Division of South Cotabato (SDOSC) guidelines for the selection of nominees to training and scholarship programs in accordance with existing policies and standards;

b. Incorporate in the said guidelines specific provisions, stating among other things, the responsibilities of selected nominees to the SDOSC sending

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them to a scholarship or training grant and vice versa. These provisions shall be embodied in the contract which the selected nominees and the head of office shall enter into;

c. Prepare a list of training courses based on the identified SDOSC training needs with the corresponding list of prospective participants, in coordination with the training officer. The list of courses and the prospective participants for each programs shall be updated every 6 months;

d. Conduct the screening of qualified employees from the list submitted by the school heads for nomination in either local or foreign training or study grants;

e. Recommend to the head of office the most qualified nominees in accordance with division guidelines, for training or study programs;

f. Study and make recommendations to the head of office on the availment of invitations and offers or participation in training or study programs both local and foreign, in relation to the needs of the SDOSC;

g. Publish or post in conspicuous places within the SDOSC premises available training or scholarship opportunities at least a month before date of screening for such grant;

h. Conduct a continuing monitoring of the SDOSC scholars/grantees sent to various training programs, both foreign and local;

i. Submit to the head of office a quarterly report of its accomplishments; and

j. Develop equal opportunity principle guidelines on the implementation of learning and development interventions.

5. The Committee Secretariat shall assist the HRDC in the performance of its functions. The Committee Secretariat shall be composed of at least 2 personnel coming from the Training and Personnel Units to be chosen by the head of office from among those who are not members of the Committee. Specifically, the Secretariat shall perform the following functions: Facilitate information dissemination of scholarship/training/workshop invitations to all personnel in the division, schools, and learning centers.

a. Provide the list of qualified employees based on the list of prospective participants prepared by the Committee;

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- b. Prepare pertinent papers relative to the scholarship or study grants such as the authority to travel preparation of vouchers – pre/post travel accommodation, registration fee, etc.;
  - c. Prepare correspondence, memoranda, report, etc.;
  - d. Issue notice of meeting to all members of the Committee;
  - e. Maintain records of Committee deliberations and other documents relative to the availment of the program;
  - f. Prepare minutes of Committee meetings and corresponding communications to the head of agency;
  - g. Prepare an annual report on the accomplishments of the Committee; and
  - h. Other functions as may be assigned by the HRDC chairman.
6. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Encl: None

Reference : CSC Memorandum Circular No. 10, s. 1989

To be indicated in the Perpetual Index

Under the following subjects

COMMITTEES

TRAINING PROGRAMS

KJG/DM-composition and functions of the human resource development committee  
0000/October 20, 2023

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