



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

March 1, 2024

REGION MEMORANDUM  
HRDD-2024-020

**1<sup>ST</sup> QUARTER HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW CY 2024**

To: All Schools Division Superintendents

1. The Human Resource Development Division (HRDD) will conduct the **1<sup>st</sup> Quarter HRDD-HRDS Program Implementation Review (PIR)** for CY 2024 on **April 4, 2024** via Microsoft Teams (<https://bit.ly/3UYpNvw>).
2. The HRDD-HRDS PIR aims to achieve the following objectives:
  - 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
  - b. Gather most significant changes stories from the implemented PPAs in the quarter
  - c. Identify practicable actions to identified opportunities for improvement, issues, and concerns in the implementation of PPAs
  - d. Provide updates and technical assistance to the eight SDOs relative to human resource development PPAs
3. The presentations of SDOs shall be submitted to the HRDD through <https://bit.ly/3UUdLDz> **three days before the conduct of the PIR**. The proforma of the report or presentation can also be downloaded from the link. All SDOs are also enjoined to **update the status of agreements and ways forward made in the 4<sup>th</sup> Quarter HRDD-HRDS PIR 2023** through the same link.
4. See the following enclosures for reference.  
Enclosure 1: HRDD-HRDS Program Implementation Review Guidelines  
Enclosure 2: Toolkit for HRDD-HRDS PIR  
Enclosure 3: 1<sup>st</sup> Quarter HRDD-HRDS PIR Program of Activities  
Enclosure 4: Terms of Reference  
Enclosure 5: List of Participants
5. For queries and clarifications, contact Dave C. Prodigio, EPS – HRDD, through [dave.prodigio@deped.gov.ph](mailto:dave.prodigio@deped.gov.ph).
6. For compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV



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Encl.: As stated

Reference: None

Allotment: None

To be included in the Perpetual Index under the following Subjects:

PROGRAMS

REVIEW

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*DCP/HRDD/RM – 1ST QUARTER HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW CY 2024/021/March 1, 2024*

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**Address:** Regional Center, Brgy. Carpenter Hill, City of Koronadal

**Telefax No.:** (083) 2288825/ (083) 2281893

**Website:** [depedroxii.org](http://depedroxii.org)

**Email:** [region12@deped.gov.ph](mailto:region12@deped.gov.ph)



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*Enclosure 1 to Region Memorandum HRDD-2024-020*

**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

**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. 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 a **maximum of 20 slides** containing implementation of the HRD PPAs, gaps, issues, and concerns needing top management decision and action. The slides shall follow the proforma prescribed by the RO.
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.



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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. Hence, all SDOs are enjoined to strictly follow the prescribed number of slides for the presentation to avoid overtime.
6. All SDOs are expected to report updates of PPAs and the most significant change stories (MSCs) based on the quarter's accomplishments. **MSCs emanating from workplace application of L and D interventions are highly encouraged.**
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.
8. All reports shall be stored in a Google Drive created by the Secretariat. Salient points gathered from the Quarterly HRDD-HRDS PIR needing top management's decision shall be reported during the region's Program Committee or Executive Committee meetings.



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*Enclosure 2 to Region Memorandum HRDD-2024-020*

**TOOLKIT FOR THE HRDD-HRDS PROGRAM IMPLEMENTATION  
REVIEW (PIR) CY 2024**

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 2024.

It outlines the process questions to be asked by the HRDD-NEAP and SGOD-HRDSs to gather 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:

- I. Program Implementation Progress
  1. Present quarterly physical target versus accomplishment and financial utilization target vs accomplishment of the following identified programs:
    - a. PPAs under LEARN (Must contain report or data on Region and SDO-initiated programs, projects, and activities relative to L&D for Teachers and School Leaders, L&D for Non-Teaching Personnel, etc.)
    - b. PPAs under ASCEND (Must contain report or data on Region and SDO-initiated programs, projects, and activities relative to Personnel Performance Management (RPMS-PPST), Rewards and Recognition, etc.)
    - c. PPAs under GROW (Must contain report or data on Region and SDO-initiated programs, projects, and activities relative to Employee Welfare and Development, Gender and Development, etc.)
  2. Fund utilization targets and accomplishments shall also be presented for the courses and programs that have a budget allocation for CY 2024.
    - a. HRD PSF 2023 (Continuing)
    - b. HRD PSF 2024



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- c. HRD INSET 2023 (Continuing)
- d. HRD INSET 2024
- e. OPDNTF PSF 2023 (Continuing)
- f. OPDNTF PSF 2024

3. Highlight Most Significant Change Stories (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 challenges and gaps need focus and immediate solutions based on the data presented?
- 2. What actions or measures must be undertaken to mitigate the challenges and gaps and sustain the programs?
- 3. Present an action plan focusing on these areas following the template below.

Challenges and Gaps	Objective/s	Action to be Taken	Timeline	Responsible Person/s	Resources Needed



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Enclosure 3 to Region Memorandum HRDD-2024-020

**1<sup>st</sup> QUARTER HRDD-HRDS PROGRAM IMPLEMENTATION REVIEW (PIR)**  
April 4, 2024

TIME	ACTIVITY	PERSON RESPONSIBLE
<b>DAY 1 – HRDD and HRDS Program Implementation Review</b>		
8:30 a.m. – 8:45 a.m.	Signing in	Participants and Program Management Team (PMT)
8:45 a.m. – 9:15 a.m.	<b>Opening Program</b> <ul style="list-style-type: none"><li>• Preliminaries</li><li>• Acknowledgement of Participants</li><li>• Opening Remarks</li><li>• MESSAGE</li><li>• Statement of Purpose</li></ul>	<b>PMT</b> <b>Henry Fritz H. Diaz</b> SEPS – NEAP R-XII <b>Kathrine H. Lotilla</b> OIC-ARD <b>Carlito D. Rocafort</b> Director IV <b>Dave C. Prodigio</b> EPS – HRDD
9:16 a.m. – 9:30 a.m.	Status of Agreements in the 2023 4 <sup>th</sup> Quarter PIR	<b>Maricel B. Dignadice</b> EPS II – HRDD-NEAP
9:31 a.m. – 9:45 a.m. (Presentation)  9:46 a.m. – 10:00 a.m. (Interpellation & Synthesis)	<b>Cotabato Province</b> Presenter: <b>Julie B. Lumogdang</b> CES – SGOD	Discussant: <b>Emily F. Enolpe</b> OIC-CES – HRDD  Synthesizer: <b>Jodan F. Manua</b> EPS II – HRDD
10:01 a.m. – 10:15 a.m. (Presentation)  10:16 a.m. – 10:30 a.m. (Interpellation & Synthesis)	<b>Kidapawan City</b> Presenter: <b>Marissa T. Bernaldez</b> CES – SGOD	Discussant: <b>Dave C. Prodigio</b> EPS - HRDD  Synthesizer: <b>Maricel B. Dignadice</b> EPS II – HRDD-NEAP
10:31 – 10:45 A.M. (Presentation)	<b>Koronadal City</b> Presenter: <b>Carlo C. Melendres</b>	Discussant: <b>Roger V. Suerte</b> EPS – HRDD Synthesizer:



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10:46 – 11:00 A.M. (Interpellation & Synthesis)	CES – SGOD	<b>Jzyll G. Cantos</b> ADAS III – HRDD-NEAP
11:01 a.m. – 11:15 p.m. (Presentation)	<b>Tacurong City</b>  Presenter: <b>Mayflor D. Romualdo</b> CES – SGOD	Discussant: <b>Henry Fritz H. Diaz</b> SEPS – HRDD-NEAP  Synthesizer: <b>Apple John A Satorre</b> EPS II – HRDD
11:16 a.m. – 11:30 p.m. (Interpellation & Synthesis)		
11:31 a.m. – 11:45 p.m. (Presentation)	<b>South Cotabato</b>  Presenter: <b>Christopher Frusa</b> CES – SGOD	Discussant: <b>Emily F. Enolpe</b> OIC-CES – HRDD  Synthesizer: <b>Jodan F. Manua</b> EPS II – HRDD
11:46 a.m. – 12:00 p.m. (Interpellation & Synthesis)		
12:01 p.m. – 1:00 p.m.	Lunch Break	
1:01 p.m. – 1:15 p.m. (Presentation)	<b>Sultan Kudarat</b>  Presenter: <b>Mohaliden M. Suaeb</b> CES – SGOD	Discussant: <b>Dave C. Prodigio</b> EPS - HRDD  Synthesizer: <b>Maricel B. Dignadice</b> EPS II – HRDD-NEAP
1:16 p.m. – 1:30 p.m. (Interpellation & Synthesis)		
1:31 p.m. – 1:45 p.m. (Presentation)	<b>General Santos City</b>  Presenter: <b>Victorino A. Fuentes, Jr.</b> CES – SGOD	Discussant: <b>Roger V. Suerte</b> EPS – HRDD Synthesizer: <b>Jzyll G. Cantos</b> ADAS III – HRDD-NEAP
1:46 p.m. – 2:00 p.m. (Interpellation & Synthesis)		
2:01 p.m. – 2:15 p.m. (Presentation)	<b>Sarangani</b>  Presenter: <b>Ma. Shirley M. Cardinal</b> CES – SGOD	Discussant: <b>Henry Fritz H. Diaz</b> SEPS – HRDD-NEAP  Synthesizer: <b>Apple John A Satorre</b> EPS II – HRDD
2:16 p.m. – 2:30 p.m. (Interpellation & Synthesis)		
2:31 p.m. – 3:00 p.m.	<b>HRDD-NEAP Updates</b>	HRDD-NEAP Program Holders





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3:01 p.m. – 3:30 p.m.	<b>Closing Program</b> <ul style="list-style-type: none"><li>• Next Steps/Ways Forward</li><li>• Closing Message and Acknowledgement</li></ul>	<b>Jodan F. Manua</b> EPS II – HRDD  <b>Emily F. Enolpe</b> OIC-CES – HRDD
Moderator: <b>Kevin Lloyd Hijastro</b> EPS II – Sultan Kudarat	Secretariat: <b>GV Lo Buensalida</b> ADAS I, HRDD	<b>Christopher Estanislao</b> Dormitory Manager, NEAP
QATAME: <b>Quality Assurance Division EPS</b>		



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Enclosure 4 to Region Memorandum HRDD-2024-020

**TERMS OF REFERENCE**

<b>ROLE</b>	<b>FUNCTIONS/TASKS</b>
Presenter	<ul style="list-style-type: none"><li>- Provides a <b>15-minute presentation</b> of the SDO's accomplishments, issues, and concerns in the implementation of human resource-related programs. The presentation shall contain a <b>maximum of 20 slides</b>.</li><li>- Answers questions and clarifications of the lead discussant and other discussants/program holders.</li><li>- Takes note of the agreements made in the current PIR and reports its progress on the next conduct.</li></ul>
Lead Discussant	<ul style="list-style-type: none"><li>- Takes note of the salient points in the presentations of the SDOs.</li><li>- Facilitates further elucidation and discussion of identified issues, concerns, and challenges during the interpellation.</li><li>- Provides technical assistance to some issues and concerns of the SDOs in the implementation of PPAs.</li><li>- Gives way for other discussants to ask for clarifications.</li></ul>
Other Discussant	<ul style="list-style-type: none"><li>- Takes note of the salient points in the presentations of the SDOs.</li><li>- Provides technical assistance to some issues and concerns of the SDOs in the implementation of PPAs.</li></ul>
Synthesizer/Quality Assurance Team	<ul style="list-style-type: none"><li>- Ensures submission of PowerPoint presentations of the SDO assigned to them.</li><li>- Makes thorough follow-up on SDOs that have not submitted presentations on the set deadline.</li><li>- Checks and quality assure the completeness and content of the presentations based on the checklist.</li><li>- Accomplishes the tracker of submission and QA of slide decks.</li><li>- Synthesizes the proceedings of the presentation and interpellation of the SDO assigned to him/her.</li><li>- Reads synthesis at the end of the interpellation.</li></ul>



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	<ul style="list-style-type: none"><li>- Submits to the secretariat the accomplished synthesis form for compilation.</li></ul>
Secretariat	<ul style="list-style-type: none"><li>- Documents the entire proceedings of the HRDD-HRDS PIR and submits the transcript within 3 days after the activity.</li><li>- Ensures submission and compilation of all the documents of the conduct of the quarterly HRDD-HRDS PIR in the Google Drive of HRDD within 5 days after the conduct of the activity.</li><li>- Ensures that all forms and documents conform with DIT standards.</li><li>- Processes all documentary requirements for liquidation of expenditures in the activity.</li></ul>
Timekeeper	<ul style="list-style-type: none"><li>- Ensures that all presentations and interpellations do not exceed 15 minutes.</li><li>- Provides a reminder when 5 minutes are left for each part through the prompt “5 minutes left”.</li><li>- Prompts the presenter, lead discussant, or the discussant when time is up by typing “Time is up!”.</li></ul>
Moderator	<ul style="list-style-type: none"><li>- Facilitates the smooth flow of the activity.</li><li>- Respectfully cuts the lead discussant/discussant when the time for interpellation is up.</li></ul>
HRDD and NEAP PMT and Communications Team	<ul style="list-style-type: none"><li>- Requests QATAME for the conduct of the PIR</li><li>- Provides the Minutes of the Meeting to the HRDD Chief 10 days after the PIR</li><li>- Takes 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.</li><li>- Submits Program Completion Report (PCR) at the end of the CY.</li></ul>



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Enclosure 5 to Region Memorandum HRDD-2024-020

**LIST OF PARTICIPANTS**  
HRDD-HRDS PIR

No.	Name	Designation/Position	Station
1	CARLITO D. ROCAFORT	REGIONAL DIRECTOR	REGIONAL OFFICE
2	KATHRINE H. LOTILLA	ASST. REGIONAL DIRECTOR	REGIONAL OFFICE
3	EMILY F. ENOLPE	OIC-CES	HRDD
4	DAVE C. PRODIGO	EPS	HRDD
5	ROGER V. SUERTE	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	<i>To be identified</i>	EPS/QAME IN-CHARGE	QAD
14	JULIE B. LUMOGDANG	SGOD CES	COTABATO
15	CHARLIE L. ANTIPOLLO	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	ROXANNE O. ANJAO	PDO II	KIDAPAWAN CITY
25	CARLO C. MELENDRES	SGOD CES	KORONADAL CITY
26	JOHN GREGORY G. JABIDO	SGOD EPS	KORONADAL CITY
27	MARICRIS T. BABAR	HRDS SEPS	KORONADAL CITY
28	MERCY R. AGUILLON	HRDS EPS II	KORONADAL CITY
29	MA. SHIRLEY M. CARDINAL	SGOD CES	SARANGANI
30	MELODIE M. DEMABILDO	SGOD EPS	SARANGANI
31	MADINA P. LOGUIOMAN	HRDS EPS II	SARANGANI
32	CHRISTOPHER T. FRUSA	SGOD CES	SOUTH COTABATO
33	GLENN SOLDEVILLA	SGOD EPS	SOUTH COTABATO
34	BERT D. LABUAYA	HRDS SEPS	SOUTH COTABATO
35	ARNEL BIEN	HRDS EPS II	SOUTH COTABATO
36	MOHALIDEN M. SUAEB	SGOD CES	SULTAN KUDARAT
37	SADAT T. SINOLINDING	SGOD EPS	SULTAN KUDARAT



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38	LAZARO P. ORIEL	HRDS SEPS	SULTAN KUDARAT
39	KEVIN LOYD HIJASTRO	HRDS EPS II	SULTAN KUDARAT
40	MAYFLOR D. ROMUALDO	SGOD CES	TACURONG CITY
41	ERNIE P. PAMA	SGOD EPS	TACURONG CITY
42	JANICE P. SUBOC	HRDS EPS II	TACURONG CITY