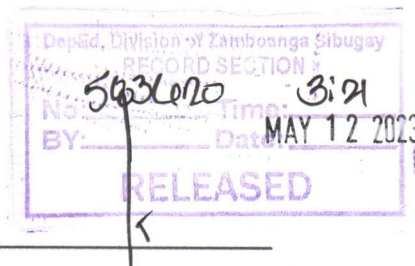




Republic of the Philippines  
Department of Education  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



10 May 2023

**DIVISION MEMORANDUM**

No. 257, s. 2023

**RECONSTITUTION OF HUMAN RESOURCE DEVELOPMENT COMMITTEE  
(HRDC)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/Districts In-Charge  
Public Elementary and Secondary School Heads  
Public Elementary and Secondary Teachers  
Section Heads  
Non-Teaching Personnel  
This Division

1. Pursuant to CSC Memorandum Circular Nos. 43, series 1993 and 10, series 1989 entitled *Streamlining and Deregulating Human Resource Development Functions and Establishing a Personnel Development Committee in All Departments in Government, Including Government-Owned or Controlled Corporations respectively*, the Division Human Resource Development Committee (HRDC) is hereby created as follows:

Chairperson: Aurelio A. Santisas, OIC-ASDS  
Members : Oliver B. Talaoc, EdD, Chief ES, SGOD  
Evelyn F. Importante, OIC-Chief ES, CID  
Barbara Y. Neri, Representative, Teachers Association  
Rosmindo L. Ancheta, Jr., EPS, SGOD  
Grace R. Jugno, AO V  
Alma Fraulein M. Garcia, SEPS – HRD  
Renz Roy A. Ramos, AO IV – Personnel

Secretariat : Ellen Mae F. Villasis, EPS II, HRD  
Helen Grace P. Am-is, AO II, HRD  
Rosalie F. San Diego, AO II, Personnel  
Ivy Capito, AO II, Personnel

Monitoring & Evaluation: Angelito A. Aballe, SEPS, SMME  
Lloyd I. Rodriguez, EPS II, SMME

2. Attached as Annex A is the Roles and Functions of the HRDC.



3. For immediate dissemination.

**VIRGILIO P. BATAN, JR., CESO VI**  
Schools Division Superintendent

Encl.: As stated

References: CSC Memo. Circular No. 43, s. 1993

CSC Memo. Circular No. 10, s. 1989

To be included in the perpetual index under the following subjects:

GUIDELINES COMMITTEE HUMAN RESOURCE DEVELOPMENT

ZS-DM-SGOD-HRD-2023-05- 143 -0

AMG 20230510



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## **ROLES AND FUNCTIONS**

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In reference to Division Memorandum No. 137, s. 2022 dated April 18, 2022, in addition to the roles and functions of the HRDC as stipulated in CSC Memorandum Circulars 10, s. 1989 and 43, s. 1993, customized roles and functions to be performed by the Division HRDC are hereby provided:

1. Develops, adopts and implements judicious screening process and criteria in the selection of nominees/candidates to ensure equitable distribution of scholarship and training and development opportunities among officials and employees in the division whether teaching, teaching-related and non-teaching personnel;
2. Reviews annually existing policies, processes, guidelines, and procedures relevant to personnel development in accordance with DepEd policies;
3. Serves as the Scholarship Committee that screens and endorses nominees from the schools/districts and functional divisions for scholarship programs for approval by the Superintendent;
4. Develops and/or implements guidelines for the selection of nominees for L & D and scholarship programs, in accordance with DepEd policies;
5. Evaluates and deliberates on the qualifications of the candidates nominated by the district L&D team for the participants from the schools/districts and functional division chief/L&D team for the participants from the division office proper;
  - 5.1. Local and Foreign Scholarship Programs (DepEd funded or non-DepEd funded)
  - 5.2. Short Courses
6. Consolidates individual development plans for inclusion in the Division Development Plan
7. Prepares a list of training courses based on the identified agency 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 program shall be updated every 6 months; and
8. Recommends L&D policy improvement.



### **HRDC Secretariat**

1. Shall assist the committee in the performance of their functions;
2. Raise issues encountered for resolution of the HRDC;
3. Prepare response to written queries to the status of their applications;
4. Assist the nominee/candidate in their documentary requirements;
5. Assist the HRDC during criteria setting and deliberations by preparing the following:
  1. prepare matrix of qualified candidates based on the submitted applications/nominations/recommendations
  2. prepare minutes of meetings, deliberations and resolutions
6. Communicate L&D activities and scholarship programs;
7. Prepare minutes of meetings, reports and letters concerning scholarships and among others; and
8. Keep records in a safe designated area and make it available as needed.