

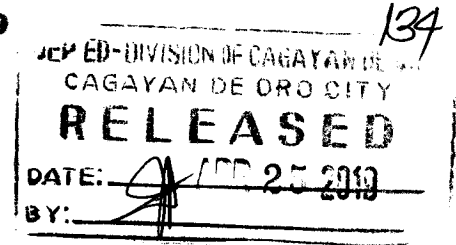
Department of Education
Region X- NORTHERN MINDANAO
DIVISION OF CAGAYAN DE ORO CITY
 Fr. William F. Masterson, SJ Avenue,
 KM5, Upper Balulang, Cagayan de Oro City



April 24, 2019

MEMORANDUM

TO: Alicia E. Anghay, Ph.D., ASDS
 Lorebina C. Carrasco, OIC-Chief EPS, CID
 Rosalio R. Vitorillo, Chief EPS, SGOD
 Edna L. Maghinay, AO V - Admin. Services
 Rommiel S. Vallente, AO V - Budget
 ALL Public Schools District Supervisors
 ALL Education Program Supervisors
 Derrold Marl S. Aves, Ph.D., EPS - HRD
 Arnel A. Calubag, CPA, Accountant III
 Rodolfo Bayeta, Planning Officer
 Mark John T. Gabule, Research Coordinator
 January Gay T. Valenzona, Ph.D., EPS II, LRMDs Coordinator
 Raul A. Dechosa, Ph.D., SEPS - M&E
 Eleanor Consejo H. Rollan, EPS II - M&E



COMPOSITION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) OF THE SCHOOLS DIVISION OFFICE OF CAGAYAN DE ORO CITY

- Relative to the implementation of the PRIME HRM of the Division of Cagayan de Oro City, you are hereby directed to constitute the Human Resource Development Committee (HRDC) of this Division to wit:

**HUMAN RESOURCE DEVELOPMENT COMMITTEE (PDC)
 SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**

Chairperson : Alicia E. Anghay, Ph.D., ASDS
 Assistant Schools Division Superintendent

Members : Lorebina C. Carrasco
 OIC-Chief EPS, CID

Rosalio R. Vitorillo
 Chief EPS, SGOD

Edna L. Maghinay
AO V – Admin. Services

Rommiel S. Vallente
AO V – Budget

ALL Public Schools District Supervisors

ALL Education Program Supervisors

Derrold Marl S. Aves, Ph.D.
SEPS – HRD

Arnel A. Calubag
CPA, Accountant III

Rodolfo Bayeta
Planning Officer

Mark John T. Gabule
Research Coordinator

January Gay T. Valenzona, Ph.D.
EPS II, LRMSD Coordinator

Raul A. Dechosa, Ph.D.
SEPS – M&E

Eleanor Consejo H. Rollan
EPS II – M&E

2. You are to perform the duties and responsibilities and other related tasks duly assigned by this office which are as follows:

A. General Duties and Responsibilities

A review and recommending body that leads in examining policies, guidelines, plans and other outputs of the L&D system, recommends improvement and endorses them to the head of office for approval. It also serves as the Scholarship Committee that shall assist the head of office in the selection of the best-qualified employees for scholarship opportunities.

B. L&D Governance

- Leads in the establishment of policies and standards, structure and staffing, roles and responsibilities, budgets and other support elements for overseeing and managing the L&D System.

- Defines organizational arrangements and accountability for ensuring L&D System is aligned with and supportive of DepEd's strategic goals and priorities and provided with financial and other support necessary for its effective and efficient implementation.
- Together with SDS, cascade DEDP directions and priorities which will serve as anchor for all L&D programs/ initiatives of own schools division
- Recommend L&D policy improvements
- Develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs, in accordance with DepEd policies
- Serve as the Scholarship Committee that screen and endorse nominees from the division and schools for programs for approval by the Regional Director
- Recommend designation of L&D PMT, if needed, to implement one or more L&D subsystems

C. L&D Needs Assessment

- Conducts processes for identifying competency gaps that affect individual and organizational performance, establishes baseline data on competency levels of personnel and provides basis for tracking progress towards desired levels of proficiency.
- Review and approve LDNA plan, and direct the L&D PMT to proceed with the conduct of the LDNA
- Review and endorse LDNA report to the SDS for approval

D. L&D Planning

- Provides processes for clarifying strategic performance goals, developing Workplace Development Objectives (WDO), identifying L&D programs to address competency gaps along performance areas and determining resources needed to implement these.
- Review S-SPPDs for inclusion in the DO-SPPD
- Review and endorse DO-SPPD to SDS for approval

E. L&D Program Designing

- Provides processes for formulating and ensuring comprehensiveness and coherence of various design elements (e.g. objectives, content, methodologies, etc)
- Design serves as blueprint for developing learning resource packages, implementing the intervention, and establishing follow-through mechanisms to ensure learning application

F. L&D Designing and Resource Package Development

- Provides processes for identifying, conceptualizing and producing quality, inclusive and responsive learning resource packages based on the L&D design.
- Together with SDS, review and approve designs and learning resource packages for L&D interventions

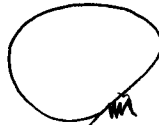
G. L&D Delivery

- Track progress of L&D program delivery and update SDS

H. L&D QATAME

- Ensure that L&D QATAME processes, procedures, and reporting are implemented by the Schools Division Office
- Review and endorse report on DO-SPPD accomplishments and results to the SDS for approval

3. Widest dissemination and strict compliance is desired.



JONATHAN S. DELA PEÑA, Ph.D., CESO V
Schools Division Superintendent