



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

June 28, 2021

DIVISION MEMORANDUM

No. 129, s. 2021

**RECONSTITUTION OF THE DIVISION COMPOSITION OF HUMAN
RESOURCE DEVELOPMENT COMMITTEES (HRDC)**

To: Assistant Schools Division Superintendent
Division Chiefs
Section and Unit Heads
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989 on the formulation of a Human Resource Development Committee (HRDC) in all agencies, the same is hereby created in the Schools Division Office of Tuguegarao City with the main function to serve as screening and coordinating committee in providing timely, relevant and competency-based human resource development programs and interventions to teaching and non-teaching personnel.

2. Terms of Duty

The terms of duty of the Division Human Resource Development Committee shall serve for one (1) year from the date of designation, subject to renewal by the Schools Division Superintendent.

3. Relative to this, the following Human Resource Development Committee (HRDC) composition and their functions.

NAME MEMBER	OF	POSITION	ROLES AND FUNCTIONS
MARITES LLANES	L.	Assistant Schools Division Superintendent	<p>✚ Recommends the implementation of policy guidelines for provisions on training and participation of personnel in the division in trainings, workshops, seminars and other development programs/activities</p> <p>✚ Recommends to the Head of Agency or her duly authorizes representative the most qualified nominees and recipients in accordance with screening results, except if</p>



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 844-7925; (078) 377-8805
Email Address: tuguegarao@deped.gov.ph
Website: depedtuguegarao.net

Doc Code: **FM-ORD-005** Rev: **00**
As of: **July 2, 2018** Page: **1**



		<p>concerned recipient/s had been explicitly identified by the agency head in the exigency of service and/or direct identification of trainees/recipient of the Central Office</p> <ul style="list-style-type: none"> ✦ Recommends the implementation and conduct of Learning and Development as indicated in the SDO Learning and Development Plan and its alignment to the OPCRf and AIP
GINA M. DURIAN	Chief Education Supervisor, SGOD HRDC Co-Chairperson	<ul style="list-style-type: none"> ✦ Facilitates information dissemination of scholarship/training/workshop invitations along governance and operations to all personnel in the division, schools and learning centers ✦ Reviews the implementation of the L&D as indicated in the SDO Learning and Development Plan ✦ Does 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
ESTELA CABARO S.	Chief Education Supervisor, CID HRDC Co-Chairperson	<ul style="list-style-type: none"> ✦ Facilitates information dissemination of scholarship/training/workshop invitations along curriculum to all personnel in the division, schools and learning centers ✦ Reviews the implementation of the L&D as indicated in the SDO Learning and Development Plan ✦ Recommends the implementation and conduct of Learning and Development as indicated in the SDO Learning and Development Plan and its alignment to the OPCRf and AIP ✦ Does other related task as may be assigned by the agency head in accordance with the DepEd and CSC rules, policy and procedures on Learning and Development
JESSICA CASTANEDA	Education Program Supervisor	<ul style="list-style-type: none"> ✦ Provides technical assistance to the candidate/program proponent in the preparation/accomplishment of needed scholarship and training as indicated in the SDO Learning Development Plan ✦ Does other related task as may be assigned by the agency head in accordance with the DepEd and CSC rules, policy and procedures on Learning and Development
EDWIN CATULIN N.	Education Program Supervisor, SGOD HRDC Member	<ul style="list-style-type: none"> ✦ Screens qualified nominees based on the L&D Plan, Policy and Guidelines and Criteria for scholarship and program participation



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	2

		<ul style="list-style-type: none"> ✦ Provides technical assistance to the candidate/program proponent in the preparation/accomplishment of needed training, scholarship and R&R requirements ✦ Does 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
JANE MARIE D. PAGULAYAN	Senior Education Program Specialist, HRD HRDC Member	<ul style="list-style-type: none"> ✦ Prepares the SDO Learning and Development Plan based on need assessment ✦ Documents and maintains database of L&D related documents ✦ Prepares assessment tool/criteria and pre-screen applicants based on records, documents for shortlisting and endorsement ✦ Provides technical assistance to the candidate/program owner in the needed training and scholarship requirements ✦ Prepares notices and agenda for screening and deliberations/meetings of the HRDC ✦ Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy and procedures in Learning and Development
AILEEN IBANEZ	C. Senior Education Program Specialist, SMME HRDC Member	<ul style="list-style-type: none"> ✦ Monitors and evaluates the implementation and completion of the proposed program (session, content, LFs or trainers, venues, participants) or L&D activity and projects ✦ Submits analysis and report to the agency head and provide copy of the M&E to the project/program proponent ✦ Does 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
VENTURA DURIAN JR	R. Administrative Officer V, HRDC Member	<ul style="list-style-type: none"> ✦ Encourages peers to give each other regular performance feedback for effective delivery of services to the human resources ✦ Explores new options within the agency by making learning and development accessible across departments through the onboarding programs and to produce multi-skilled workforce ✦ Does 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



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net

Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	3



YOLANDA CARONAN	C.	Planning Officer, HRDC member	<ul style="list-style-type: none"> ✚ Checks the alignment of the proposed program or Learning and Development (L&D) to the OPCRf of the Agency Head and Annual Implementation Plan (AIP) ✚ Does 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
JOVY CLAIRE V. TUNGCU		Budget Officer	<ul style="list-style-type: none"> ✚ Verifies the budget appropriation and/or allotment of funds for the proposed L&D ✚ Determines the provisions for training/scholarship contract, training funds and other individual or group entitlement ✚ Does 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
MARIEL CAMMAYO	A.	Accountant III, HRDC Member	<ul style="list-style-type: none"> ✚ Ensures that cost estimates fall under the existing accounting and auditing rules and regulations ✚ Does 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
MARY FLOR D. MARAMAG		HRMO, HRDC Member	<ul style="list-style-type: none"> ✚ Encourages peers to give each other regular performance feedback ✚ Explores new options within the agency by making learning and development accessible across departments through the onboarding programs and to produce multi-skilled workforce ✚ Does 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
JAYSON JOSEPH L. BABARAN		Information Technology Officer, HRDC Secretariat	<ul style="list-style-type: none"> ✚ Serves as Secretariat for the BAC process and/or procedures in the conduct of L&D and ensures that timeliness are met by the program owner or proponent ✚ Provides webinar and evaluation links ✚ Does 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
KRISTINE LAPPAY	G.	Education Program Specialist II, HRD HRDC Secretariat	<ul style="list-style-type: none"> ✚ Assists in the preparation of the SDO Learning and Development Plan based on need assessment ✚ Assists in the preparation of



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net



Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	4

		<p>Documents and maintains database of L&D related documents</p> <ul style="list-style-type: none"> ✦ Assists in the preparation of assessment tool/criteria and pre-screen applicants based on records, documents for shortlisting and endorsement ✦ Provides assistants in the preparation of technical assistance to the candidate/program owner in the needed training and scholarship requirements ✦ Assists in the preparation of notices and agenda for screening and deliberations/meetings of the HRDC ✦ Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy and procedures in Learning and Development
CHERYL ANNE F. ROQUE	Education Program Specialist II, SMME HRDC Secretariat	<ul style="list-style-type: none"> ✦ Assists in the Monitoring and evaluation, the implementation and completion of the proposed program (session, content, LFs or trainers, venues, participants) or L&D activity and projects ✦ Assists in the submission of analysis and report to the agency head and provide copy of the M&E to the project/program proponent ✦ Does 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

4. You are tasked to perform the duties and functions of an HRDC member aside from your regular function.

5. This designation takes effect immediately and shall be in force until further notice by the authorities concerned.

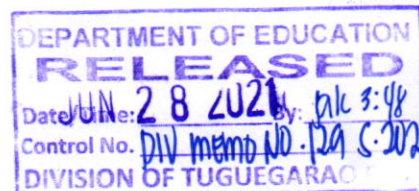
Reynante Z. Caliguiran
REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
 OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:
 COMMITTEE EMPLOYEES
 FUNCTIONS LEARNING & DEVELOPMENT

SGOD/gmd/jdp

SGOD-06-96



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
 Telephone Nos.: (078) 844-7925; (078) 377-8805
 Email Address: tuguegarao@deped.gov.ph
 Website: depedtuguegarao.net

Doc Code:	FM-ORD-005	Rev:	00
As of:	July 2, 2018	Page:	5

