



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

January 22, 2024

DIVISION MEMORANDUM
OSDS No. 011 s. 2024

**RECONSTITUTION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE
(HRDC) IN THE SCHOOLS DIVISION OFFICE OF TACURONG**

To : Assistant Schools Division Superintendent
Chiefs of SGOD and CID
Education Program Supervisors and Other
Division Office Personnel
Cluster Heads
Elementary and Secondary School Heads
Teaching and Non-teaching Personnel
This Division

1. Pursuant to Civil Service Commission Memorandum Circular No. 34, s. 1992, the Division Personnel Development Committee is hereby constituted, as follows:

For Teaching and Teaching-Related Personnel

| | | |
|-------------|---|--|
| Chairperson | - | GILBERT B. BARRERA, CESE OIC-Asst. Schools Div. Superintendent |
| Vice-Chair | - | ARLENE ROSA G. ARQUIZA Chief, CID |
| Members | - | MAYFLOR D. ROMUALDO Chief, SGOD |
| | - | MEMVIE L. ALESNA Representative of Elementary School Heads |
| | - | FREDDIE T. DELANTAR Representative of Secondary School Heads |
| | - | LLOYD A. DALAYAP Representative (Teachers Association) |
| | - | ERNIE P. PAMA Senior Education Program Specialist – HRTD |



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- All Division Education Program Supervisors,
Program Holders*

*The EPS/program holder of a specific subject area or program is an automatic member of the Committee when the scholarship, training, seminar, or any development program concerning teaching personnel is under his/her area of designation.

For Non-teaching Personnel

- Chairperson - **GILBERT B. BARRERA, CESE**
OIC-Asst. Schools Div. Superintendent
- Vice-Chair - **MAYFLOR D. ROMUALDO**
Chief, SGOD
- Members - **ZENAIDA B. PORRAS**
Administrative Officer V
- **ERNIE P. PAMA**
Senior Education Program Specialist – HRTD
- **JOEY M. LOZANO**
Information Technology Officer I
Representative
2nd Level Non-Teaching Personnel
- **REA MAE S. LAYGAN**
Administrative Assistant III
Representative
1st Level Non-Teaching Personnel
- Secretariat: - **JANICE P. SUBOC**
Education Program Specialist
JUNAFLO R. SUCALDITO
Education Program Specialist

2. The Division Human Resource Development Committee (HRDC) shall be responsible for the formulation of policies and procedures and pre-screening requirements in recommending SDO personnel for local & foreign-assisted scholarship programs and other training and development programs, seminars, workshops, and conferences which are in line with the DepEd thrusts and mandates.



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3. In addition, the HRDC shall be responsible in ensuring that reasonable steps have been taken to prevent discrimination, harassment, victimizations and vilifications from occurring in the workplace including trainings and other activities intended for learning and development.
4. Every cluster/school shall create Cluster/School Human Resource Development Committee which has the same functions as that of the Division HRDC.
5. For teaching personnel, participant/s to any training and/or program shall be recommended by the Cluster/School Human Resource Development Committee which shall be evaluated and further recommended by the Division HRDC to the Schools Division Superintendent for approval.
6. This Memorandum shall take effect immediately and remain in force until rescinded/revoked by the undersigned or proper authority.
7. Compliance to and wide dissemination of this Memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference: CSC Memorandum Circular No. 34, s. 1992
Allotment:
To be indicated in the Perpetual Index under the following subjects:

COMMITTEE HRDC RECONSTITUTION

ZBP/ADMIN/DM/RECONSTITUTION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) IN THE SCHOOLS DIVISION OFFICE OF TACURONG/January 22, 2024



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