



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No. 2024
 Date: OCT 22 2024 By: [Signature]
 RELEASED

Office of the Schools Division Superintendent

August 21, 2024

DIVISION MEMORANDUM
 No. 571 s. 2024

**RECONSTITUTING THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) OF
 DEPED SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**

To : Assistant Schools Division Superintendent
 Division Chiefs
 Education Program Supervisors/Coordinators
 Public Schools District Supervisors
 Principals-in-charge of Districts
 Education Program Specialists (SEPS and EPS II)
 Division Section Heads Public Elementary and Secondary School Heads
 Others Concerned
 This Schools Division

- Pursuant to Civil Service Commission Memorandum Circular No. 43, s. 1993 as amended from MC 10 s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), this Schools Division announces the reconstitution of this Committee, originally established via DM 350, s. 2022, Constitution of the Human Resource Development Committee (HRDC), to look into the career development plans of every teaching and non- teaching personnel within this Division.
- The following are the identified officials to compose the HRDC:

Chairperson	JERRY C. BOKINGKITO CESE, OIC- ASDS
Members	ZHYRINE P. MAYORMITA EdD, Chief ES, CID JOY E. LETRAN- SINGSON EMD, Chief ES, SGOD GERADRO R. MONTILLA JR. , President NAPSSHI POLICARPO T. DIONALDO, President, PESPA HELEN E. TANGON, AO V – Admin MARYLYNNE B. BAYRON, AO IV – Personnel ERVIE A. ACAYLAR, EPS, SGOD ROBERT I. POCULAN III, SEPS, HRD
Secretariat	NICOLLETTE RIA E. TANGON, EPS II, HRD GEKABEL M. VELARDE, PDO I, HRD
Monitoring & Evaluation:	WILSON H. INDING, SEPS, SMME

- Attached as Annex A is the Terms and References for the Duties and Responsibilities of HRDC.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent



Address: Capitol Drive, Estaka, Dipolog City 7100
 Email: zn.division@deped.gov.ph
 FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
 Website: www.depedzn.net



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Annex A

**HUMAN RESOURCES DEVELOPMENT COMMITTEE (HRDC)
TERMS AND REFERENCE**

I. RATIONALE AND LEGAL BASIS

The implementing rules of E.O, No. 292, s, 1987 on the Civil Service Law states under Rule VIII Sec. 14 that "A Personnel Development Committee (now HRDC) shall be established in each Department or agency.: which shall provide support functions to management in selection of agency nominees to training development and scholarship programs in accordance with existing civil service policies and standards.

II. GUIDING PRINCIPLES AND POLICIES

1. There shall be no discrimination in the selection of candidates on account of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsoring agency.
2. There shall be an equitable distribution of scholarships and training and development opportunities among officials and employees.
3. Completeness and confidentiality of records related to screening and deliberations shall be maintained and may be released only by the HRDC Secretariat upon approval of the HRDC Chairperson.
4. All invitations to local scholarships, foreign academic scholarships, foreign trainings, short- term courses and other learning and development programs shall pass through the HRDC for deliberation recommendation and subsequent approval/ endorsement.

III. FUNCTIONS AND RESPONSIBILITIES

A. HRD COMMITTEE

1. Develop, adopt and implement a judicious screening process and criteria in the selection of nominees/ candidates to ensure equitable distribution of scholarship and learning and development opportunities among officials and employees
2. Review policies, processes, guidelines and procedures relevant to the HRDC functions.
3. Evaluate and deliberate on the qualifications of candidates/ nominees.
4. Endorse a candidate for scholarship and other L&D programs
5. Devise a system of monitoring the scholars grantees to assess their progress as well as the support mechanisms needed to enable them to achieve the developmental goals of the program, including their action/ re-entry plans.



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B. HRDC SECRETARIAT

There shall be a Secretariat that will assist the HRDC in the performance of its functions. Specifically, the HRDC Secretariat shall:

1. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee to scholarships. Trainings etc.
2. Raise issues encountered for resolution of the HRDC if necessary.
3. Continuously explore training opportunities, scholarship programs and other capability activities for all employees.
4. Ensure wide and timely circulation of notices/ invitations for personnel development.
5. Update the pool of potential candidates taking into account the career development plan for each official/ employee.
6. Prepare response to written queries of nominees to the status of their application.
7. Assist the HRDC during criteria setting and deliberation by preparing the matrix of qualified candidates and preparing the minutes of HRDC.
8. Ensure compliance of grantees with the provisions of their L&D contract like service obligations among others.