



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division  
Superintendent

3 November 2022

**DIVISION MEMORANDUM**

No. 452, s. 2022

**CONSTITUTION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC)**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD& CID)  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Administrative Officer V (Administrative Services)  
Administrative Officer V (Budget)  
Accountant II  
This Division

1. In compliance with the implementing rules of E.O. 292 series of 1987 on the Civil Service Law, Rule VIII Section 14 that states that "A Personnel Development Committee" (now HRDC) shall be established in each Department or agency, this Office hereby constitutes the Human Resource Development Committee (HRDC) with the following composition:

Chairperson: **ROSALIO B. CONTURNO, JR., PhD**  
OIC – Assistant Schools Division Superintendent

Vice-Chairpersons: **ELLA GRACE M. TAGUPA, EdD**  
CES (CID)

**SHERLITO E. SAGAPSAPAN**  
CES (SGOD)

Members: **MICHELLE V. TORRES, EdD**  
SEPS - HR

**GERMANICO C. MALACAT**  
EPS I/DepEd NEU President

**JR SIMED JOSEPH B. SAGUIN**  
SP/President, Secondary School Principals Assoc.

**RIZZA A. DABODA**  
SP/President, Elementary School Principals Assoc.

Secretariat: **CYNTHIA O. DALMAN**  
AO IV (Personnel/Records)



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**RELEASED**

NO 452 DATE 11/4/22  
TIME 9:10 BY [Signature]



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**SCHOOLS DIVISION OF DAPITAN CITY**

**VICENTE RAMON V. SUAREZ II**  
Ed. Program Specialist II (HRD)

**LORA WENELLA M. AMORES**  
Administrative Officer II

**RIZA A. PENASO**  
School Principal I

2. Attached herewith are Terms of Reference that will define the duties and responsibilities of the HRDC.
3. For immediate and widest dissemination.

**ROSALIO B. CONTURNO, JR., PhD**  
OIC-Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



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## TERMS OF REFERENCE OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC)



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**TERMS OF REFERENCE OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE  
(HRDC)**

**I. RATIONALE AND LEGAL BASIS**

The implementing rules of E.O. 292 series of 1987 on the Civil Service Law states under Rule VIII Section 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 made 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 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.



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4. Endorse a candidate for scholarship and other L&D programs.
5. Devise a system of monitoring of the scholars/grantees to assess their programs as well as the support mechanisms needed to enable them to achieve the developmental goals of the program, including their action/re-entry plans.

### **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 identifying nominees 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 considering 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 minutes of HRDC.
8. Ensure compliance of grantees with the provisions of their L&D contract like service obligation among others.

Approved:

**ROSALIO B. CONTURNO, JR., PhD**  
OIC-Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent



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