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February 9, 2026

DIVISION MEMORANDUM

No. 0065 s. 2026

**RECOMPOSITION OF HUMAN RESOURCE DEVELOPMENT
COMMITTEE (HRDC)**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors
Unit/Section Heads
All Others Concerned

1. Pursuant to Section 31, Book V of Executive Order No. 292 known as the Revised Administrative Code of 1987 of the Civil Service Commission, each Department or Agency shall prepare a Career and Personnel Development Plan which shall include provisions on In-Service Training, including overseas and local scholarships and training grants and other provisions for employees' health, welfare, counseling, recreation, and similar services.
2. In support of the above issuance, CSC Memorandum Circular No. 43 s. In 1993, known as Streamlining and Deregulating the Human Resource Development (HRD) Functions, heads of agencies shall have the primary responsibility for formulating and establishing their respective training and development programs. This Office hereby designates the following personnel as **Members of the Human Resource Development Committee (HRDC)**.
Please see attached.
3. This designation takes effect immediately and shall be in force until further notice by the authorities concerned.
4. For information, guidance, and compliance.

NYMPHA D. GUEMO
Schools Division Superintendent

Encls: As stated.

References: Executive Order No. 292 known as the Revised Administrative Code of 1967 of the Civil Service Commission and CSC Memorandum Circular No. 43 s. 1993 known as Streamlining and Deregulating the Human Resource Development (HRD)

To be indicated in the Perpetual index
under the following subjects:

CAREER AND PERSONNEL DEVELOPMENT PLAN
LEARNING AND DEVELOPMENT PROGRAMS

HUMAN RESOURCE DEVELOPMENT
DUTIES AND FUNCTIONS

EMPLOYEES WELFARE



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Mary Jodelle E. Ollet Administrative Officer V HRDC Member	-Encourages peers to give each other regular performance feedback for effective delivery of services to the human resource. -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 Learning and Development.
Anne Cecille C. Prelligera Planning Officer III HRDC Member	-Checks the alignment of the proposed program or Learning and Development (L&D) to the OPCR 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.
Sheila T. Malabanan Administrative Officer V, Budget Officer, HRDC Member	- Verifies the budget appropriation and /or allotment of fund 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 L&D.
Judith M. Bajamundi Accountant III, HRDC Member	-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 L&D.
Rebecca M. Rolda Administrative Officer IV, Human Resource Management Officer, HRDC Member	-Encourages peers to give each other regular performance feedback. -Explore new options within the agency by making L&D accessible across departments through the onboarding programs and producing a 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 L&D.
Ted O. Villamor Kenn Clinto D. Perez Information Technology Officer HRDC Member	- Serves as Secretariat for the BAC processes and/or procedures in the conduct of the L&D and ensures that the program owner or L&D proponent meets timelines. - 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 L&D.



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Jose Pedro Q. Dayandante SGOD EPS, HRDC Member	-Screens qualified nominees based on the L&D Plan, Policy Guidelines and Criteria for scholarship and program participation. -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.
Joy Pauline M. Delos Reyes Attorney III, Legal Office HRDC Member	-Ensures that a range of well-established training programs highlight the skills needed by the SDO human resource and which is subject to legal procedures and Guidelines. -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.
Emalyn G. Rempis SEPS HRD, HRDC Member	-Prepares the SDO Learning and Development Plan based on needs Assessment. -Documents and maintain a database of L&D-related documents -Prepares assessment tool/criteria and pre-screens applicants based on records and documents for shortlisting and endorsement. -Provides technical assistance to the candidate/ program owner in the preparation/accomplishment of needed training and scholarship requirements. -Prepares notices and agenda for screening/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 on Learning and Development.
Lovella A. Manlangit SEPS, PAR HRDC Member	-Checks the alignment of proposed L&D to the Division Research Agenda. -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.
Angelo C. Quintan SEPS, SMME HRDC Member	-Monitors and evaluates the implementation and completion of the proposed program (session, content, LFs or trainers, venues, participants) or L&D activities and projects. -Submits analysis and report to the agency head and provides a 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.



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HUMAN RESOURCE DEVELOPMENT COMMITTEE ROLES AND FUNCTIONS

POSITION	ROLES AND FUNCTIONS
Nympha D. Guemo SDS, HRDC Consultant Melchizedek C. Tongco ASDS, HRDC Chairperson	-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. -Recommends to the Head of the Agency or her duly authorized representative the most qualified nominees and recipients in accordance with screening results, except if concerned recipient/s had been explicitly identified by the agenda head in the exigency of service and/or direct identification of trainees/ recipients of the Central Office. -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.
Tita V. Agir CID Chief, HRDC Co-Chairperson	-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 tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy and procedures on Learning and Development.
Ernie M. Baranquel SGOD Chief, HRDC Co-Chairperson	-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.