



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



November 23, 2017

DIVISION MEMORANDUM
 No. 1101, series of 2017

Designation Order
Division Human Resource Development Coordinator

TO : CECILE C. UY
 Education Program Specialist II
 Human Resource Development
 School Governance and Operations Division

In the exigency of the service, you are hereby designated as the **Division Human Resource Development Coordinator**. With this, you shall have the following duties and responsibilities:

HR STRATEGIC PLANS AND POLICIES

1. Install, implement and manage the HRD services and the T&D Systems for the schools division.
2. Develop and implement plan for professional development and career management for all personnel within the schools division.
3. Manage the needs assessment, program planning, resource development and delivery of needs-based professional programs for the Schools Division Office, districts, schools and LCs.

SCHOLARSHIP AND PROFESSIONAL PROGRAM COORDINATION

1. Manage the scholarship and training grants for the schools division office.

TECHNICAL ASSISTANCE

1. Provide technical assistance to the schools and LCs on the implementation of the employee benefits program and HRD systems.
2. Provide technical assistance on the implementation of the school-based training and development programs for teachers.

TRAINING AND DEVELOPMENT

1. Monitor and evaluate the implementation of the HRD and the T&D Systems in the schools division.
2. Manage the Training and Development Information System (TDIS), a component of the HRMIS, in support to the provision of quality programs.

SCHOOLS DIVISION RESEARCH COMMITTEE

1. Evaluate and approve research proposals and other research initiatives within the schools division to be funded by the BERF and other fund sources.

OTHER RELATED TASKS

1. Participate in various activities and events deem necessary by DepEd R.O. XI and this office; and
2. Coordinate and support the national and regional coordinated and initiated programs, activities, projects, and special events.

All memoranda and previous related issuances inconsistent herewith are deemed repealed accordingly.

This designation shall take effect immediately.

DepEd Schools Division Office
RELEASED
 Date: DEC 27 2017 Time: 5:25 PM
 By:

WINNIE E. BATOON, Ed.D.
 Officer-In-Charge
 Office of the Schools Division Superintendent

Encls:
 References: DepED Order
 To be indicated in the Perpetual Index under the following subject:

RBD: Designation Order - Division Human Resource Development Coordinator
 11/23/2017

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