



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

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March 11, 2022

DIVISION MEMORANDUM  
No. 080, s. 2022

ESTABLISHMENT OF HUMAN RESOURCE DEVELOPMENT (HRD) FOCAL POINT SYSTEM  
IN THE EDDIS LEVEL (ELEMENTARY AND SECONDARY) AND  
DESIGNATION OF HRD FOCAL PERSONS THEREOF

To: Division Chiefs  
Public School District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. This is to inform all concerned on the establishment of HRD Focal Point System in the EDDIS Level which aims to facilitate the smooth flow of Program, Projects and Activities pertaining to Human Resource Development and ensuring efficiency in the implementation of HRD section-related activities in all levels of governance.
2. To facilitate the efficient information processing, data management and PPA monitoring, all elementary and secondary EDDIS Chairs shall identify one (1) HRD Focal Person per EDDIS from among School Heads/Head Teachers/Department Head in their respective jurisdiction who will serve for at least one (1) year.
3. The proposed HRD Focal Persons shall have good communication skills and knowledgeable in human resource development; and willing to help the department by gathering the necessary data from schools to the division office. They shall also be adept at using different platforms or computer software. They shall also be familiar with the utilization of various social media platforms as means of disseminating updates and necessary information needed in HRD.
4. The Terms of Reference/ Duties and Responsibilities of EDDIS HRD Focal Persons are as follows:
  - 4.1. Gather and consolidate reports, data and other information from the field for submission to the SDO;
  - 4.2. Facilitate the downloading and dissemination of HRDS related information to their area of concern;
  - 4.3. Maintain an updated database of information on personnel and PPA's related to HRD Section;
  - 4.4. Assist in the implementation of HRDS Program, Projects and Activities in the EDDIS level;
  - 4.5. Assist in the progress monitoring of HRDS Program, Projects and Activities;



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)




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- 4.6. Coordinate with and work closely with the Division SGOD HRDS on matters pertaining to HR strategic plans and policies, professional and career development, HR development interventions, training and development records, succession and exit, employees welfare, and other related activities.
5. EDDIS Chairs shall submit the following information through [bulacan.sgodhrd@deped.gov.ph](mailto:bulacan.sgodhrd@deped.gov.ph) to facilitate the creation of the HRD Focal Persons of each EDDIS.

	EDDIS HRD Focal Person (Elementary)	EDDIS HRD Focal Person (Secondary)
Name:		
Position:		
EDDIS/School:		
Contact No.:		
DepEd Email:		
FB Name:		

6. For queries and other details regarding this memorandum, you may contact Ms. Marilene G. Ramos, SEPS-HRD through the email address mentioned above or via office number 044-8166154.
7. Immediate dissemination of this Memorandum is desired.

  
**ZENIA G. MOSTOLES, EdD., CESO.V**  
Schools Division Superintendent

mgr/sgod-hrd focal persons  
002/03-10-2022



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)