



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

September 7, 2023

DIVISION MEMORANDUM
No. 387 s. 2023

**STREAMLINED HRD DATA SUBMISSION FOR ENHANCED EFFICIENCY
AND COMPLIANCE**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. As part of our unwavering commitment to enhancing data management and upholding compliance with the Human Resource Development Unit (HRDU) Learning Management System (LMS), this office introduces new guidelines for various documents while also reinforcing previous communications regarding essential submissions communicated to the field in recent months.
2. The primary aim of implementing the streamlined HRD data submission initiative is to achieve a more comprehensive and accurate dataset for conducting training needs analysis (TNA) within the division. HRDU seeks to collect a wide range of information encompassing teaching and non-teaching personnel to conduct thorough TNA assessments and identify specific skill gaps, professional development requirements, and career aspirations among staff. The specific objectives of this initiative are two-fold:
 - a. Identify specific areas where training and development interventions are needed, empowering staff with the necessary knowledge and skills to excel in their roles.
 - b. Personalized professional development plans to meet individual requirements, fostering a motivated and engaged workforce that contributes effectively to division's growth and success.
3. Division Memorandum 30, s. 2023, "Reiteration and Strict Implementation of Revised Policy Guidelines in Division Level Trainings and Workshops for All Personnel," is still in effect. Ensure compliance by acquiring your training passport before attending any future training sessions. Access the sample format and guidelines to create your passport and other training resources through the attached Google Drive link: <https://bit.ly/SkillsVoyageWebsiteTrainingPassport>. Also, school heads are encourage to discuss the training passport within their School Learning Action Cell (SLAC) discussions, fostering broader understanding and participation.
4. Furthermore, to complement the aforementioned division memorandum, an annual collection of the following data will be carried out. This process serves distinct purposes and is instrumental in fostering the professional development of personnel.



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Data Aspect	Personnel Involved/ Description	Digital Link for Input	Target Completion Date
Uploading of Completely signed IPCRF/ Learning & Development Needs Assessment (LDNA)	Beginning to Highly Proficient Teachers	https://bit.ly/CY2024LDNAofBPHTeachers	September 15, 2023
	Non-Teaching & Teaching Related Personnel (School-Based)	https://bit.ly/CY2024LDNAofSchBasedNTRP	
	School Heads (Career Stages I to IV)	https://bit.ly/CY2024LDNAofSchoolHeads	September 29, 2023
	Non-Teaching & Teaching Related Personnel (Division Office)	https://bit.ly/CY2024LDNAofDivOfficeNTP	January 31, 2024
Sex-Disaggregated Data	All SDO Bulacan Employees (Embracing Diversity: A GAD Quest to Understand SDO Bulacan Employees' Profiling)	https://bit.ly/GADProfile2023	September 29, 2023
GAD - Quarterly Accomplishment Report	All Schools' GAD Focal Person	https://bit.ly/QuarterlyGADAccomplishmentReport2023	
Annual GAD Plan & Budget for FY 2024	All Schools' GAD Focal Person	https://bit.ly/SchoolGADPlanBudget2024	October 31, 2023
SDO Learning and Development Programs	All Division Training Proponents	https://bit.ly/LearnDev2023	End date of the L&D Program
Conducted School Learning Action Cell / In-Service Training	All Schools' LAC Focal Person	https://bit.ly/LACInSeTMEForm2023	
IPBT Implementation Monitoring & Evaluation Form	School Heads with Beginning Teachers (within 0 to 3 years of DepEd service)	https://bit.ly/IPBTSchHeadsMEForm2023	November 29, 2023
Career Succession Plan & Tracking Spreadsheet	All Head Teachers, Master Teachers, School Heads, Public School Senior Education Program Specialist, District Supervisors, Education Program Supervisors, Chief Education Supervisor	https://bit.ly/BulacanSuccessionProfile	
PRAISE (Program on Awards and Incentives for Service Excellence)	All Schools' PRAISE Focal Person	https://bit.ly/BulacanPRAISEdata	December 1, 2023
Employee Exit Interview	Departing Employee (Farewell Feedback Form)	https://bit.ly/BulacanEmployeeExitInterview	Clearance Requirement





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5. Please note that adherence to these guidelines is crucial in maintaining accurate and up-to-date records within the HRDU Learning Management System (LMS). Non-compliance with these stipulations may potentially lead to processing delays that could impact operational efficiency. Maximum involvement and cooperation of all concerned is enjoined.

6. Updates regarding the Google Form link for use in the upcoming years will be communicated through the Management Committee Meeting (ManCom) and will also be disseminated through the HRDU Facebook page (G na G sa HybRiD at mas MaTaTaG na GADukasyon).

7. The school principals and head teachers indicated in the table below have been appointed as division HRD counterparts within each educational district and will be known as "HRD Growth Guardians" as part of continuous efforts to optimize data collection. The central role of an HRD Growth Guardian is to work closely with HRDU to identify skill gaps, training needs, and career progression opportunities, thus nurturing the professional development and advancement of employees within an institution. Refer to Division Memorandum No. 80, 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," for a detailed explanation of the terms of reference and obligations.

Level	Assigned EDDIS	Name	Designation	School
Elementary	I	Ma. Charito R. Cruz	Principal IV	Sta. Barbara ES
	II	Ma. Lorena B. Cardenas	Principal IV	Plaridel ES
	III	Ronald G. Gabito	Principal I	Matictic Integrated School
	IV	Marites F. Torno	Principal III	Parada ES
	V	Edwin G. Dela Cruz	Principal II	Antonio C. Cruz – Sulucan ES
	VI	Robert S. Lovendino	Head Teacher III	Meysulao ES
Secondary	I	Clarissa DC. Flores	Head Teacher III	Iba NHS
	II	Isagani M. Aguinaldo	Head Teacher II	Felizardo C. Lipana NHS
	III	Melannie T. Sangoyo	Principal II	Akle HS
	IV	Reinel L. Morelos	Head Teacher III	Dr. Felipe De Jesus NHS
	V	Enrique Rigor Flores	Head Teacher III	Doña Candelaria MDMHS
	VI	Evelyn R. Sicat	Head Teacher VI	Pulong Buhangin NHS

8. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

mgr/sgod-hrd growth guardians
107/08-29-2023



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