



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

July 29, 2024

DIVISION MEMORANDUM  
No. 316 s. 2024

**ESTABLISHING THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC)  
AND ACCREDITATION OF SDO BULACAN AS A CPD PROVIDER**

To: Assistant Schools Division Superintendents  
Division Chiefs  
Elementary and Secondary School Principals  
Unit Heads of the Schools Division Superintendent  
All Others Concerned

1. Pursuant to the accreditation of Schools Division Office (SDO) Bulacan as a Continuing Professional Development (CPD) provider by the Professional Regulatory Commission (PRC), there is a significant enhancement in the approach to human resource development. All forthcoming training programs will undergo rigorous quality assurance by both the NEAP Regional Office and the SDO level, ensuring superior quality for Division Trainings and School Learning Action Cells.
2. In line with this, the establishment of the Human Resource Development Committee (HRDC) is hereby formalized to oversee and coordinate the development and implementation of competency-based human resource programs for both teaching and non-teaching personnel.
3. The HRDC shall be composed of the following members, each with specific roles aligned to their expertise:
  - **HR Director:**  
Maria Celina L. Vega, CESO IV - ASDS  
(Leads the committee and ensures alignment with HR policies and strategies.)
  - **Training and Development Manager:**  
Marilene G. Ramos, LPT, MAT - Senior Education Program Specialist, HRD  
(Designs, implements, and evaluates training programs to enhance employee skills and performance.)
  - **Organizational Development Specialists:**  
Marinella T. Pengson, PhD - Education Program Supervisor  
Edelmira S. Dorega, PhD - Public Schools District Supervisor  
(Focus on improving organizational effectiveness, change management, and employee engagement strategies.)
  - **Diversity and Inclusion Specialists:**  
Rodrigo V. Jacinto Jr. - Principal II  
Clarissa DC. Flores - Head Teacher III  
(Promote a diverse and inclusive workplace, develop related policies, and ensure diversity initiatives are implemented effectively.)
  - **Impact Assessment Specialists:**  
Maricel A. Sayson VI, Head Teacher III  
Isagani M. Aquinaldo - Head Teacher II  
(Develop performance evaluation systems, set performance standards, and assist managers in conducting appraisals.)



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- **HR Data Analysts:**  
Ricardo C. Benis Jr. – Principal II  
Ma. Bella S. Fajardo - Education Program Specialist II, HRD  
(Collect and analyze HR data to inform decision-making, identify trends, and measure the effectiveness of HR initiatives.)
  
  - **Learning and Development Coordinators:**  
Revelyn S. Maniego, PhD – Principal IV  
Melannie T. Sangoyo, PhD - Principal II  
(Organize and coordinate training sessions, workshops, and professional development activities.)
4. The HRDC shall serve for a period of three (3) years from the date of designation, subject to renewal at the discretion of the Head of Agency.
5. The HRDC shall perform the following functions aligned with their respective roles:
- Ensure the committee's activities align with HR policies and strategies and meet the standards required for CPD accreditation.
  - Implement policy guidelines for training and scholarship programs, ensure the content meets CPD requirements, and facilitate the participation of teachers and personnel in accredited activities.
  - Prepare the SDO Human Resource Learning and Development (HRLD) Plan based on competency assessments and training needs, ensuring alignment with CPD criteria, and update it annually.
  - Screen qualified nominees based on the HRD Plan, policy guidelines, and CPD accreditation criteria for scholarships and program participation.
  - Promote a diverse and inclusive workplace, develop related policies, and ensure CPD programs incorporate and reflect these values effectively.
  - Develop performance evaluation systems, set performance standards, and ensure these align with CPD accreditation standards, assisting managers in conducting appraisals.
  - Organize and coordinate training sessions, workshops, and professional development activities, ensuring these are documented and meet CPD requirements for accreditation.
6. Immediate and wide dissemination of this Memorandum to all concerned is desired.

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

mgr/sgod-hrd cpd provider  
124/07-28-2024