



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet
Telefax: (074) 422-6570; (074)422-7501



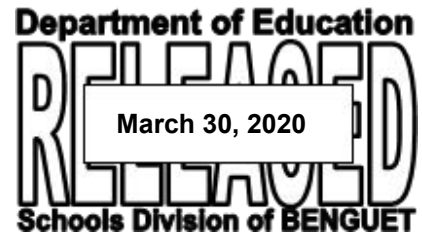
DIVISION MEMORANDUM NO. 072 s. 2020

TO: All SDO Personnel
Public Schools Division Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM: **BENILDA M. DAYTACA, EdD, CESO VI**
Asst. Schools Division Supervisor
OIC - OSDS

SUBJECT: Creation of SDO Benguet Human Resource Development Committee

DATE: March 27, 2020



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1. The Human Resource Management and Development Program (HRMD) of every organization plays a vital role in achieving an excellent employee performance that will eventually yield to high customer satisfaction.
 2. Aligned to the branding strategy, IYAMAN, which is highlighted in this statement, "Integrity Yields Accomplishments, Modifies Advancement, Nurtures excellent service", the Division Human Resource Development Committee (HRMDC) of the schools division is hereby constituted.
 3. The Division HRMDC shall spearhead the implementation of all HRMD Programs that are anchored on the four components of Human Resource Management – Recruitment, Selection, and Placement; Performance Management; Learning and Development; and Rewards and Recognition.
 4. For the guidance of all concerned and widest dissemination to the schools, districts and the division office.

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**SCHOOLS DIVISION OF BENGUET HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT COMMITTEE**

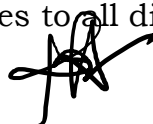
I. Rationale:



Human resource management involves developing and administering programs that are designed to increase the effectiveness of an organization or business (*humanresourcesedu.org*). It includes the entire spectrum of creating, managing, and cultivating the employer-employee relationship. Human resource development (HRD), on the other hand, is the framework for helping employees develop their personal and organizational skills, knowledge, and abilities. According to Larry Bourgerie (2020), a Human Resource expert, Human Resource Management and Development is the backbone of any organization. It is essential, therefore, that HRMD Programs must be strengthened in order to achieve a favorable result of employee performance in return.

The Bureau of Human Resource and Organization Development under the Department of Education is consistent with the goal of developing its employees, from the top management to the lowest position across all offices. This is made possible through its Regional and Division office counterparts. Hence, the Schools Division of Benguet, is one with DepEd-BHROD's commitment in developing the talents and skills of its workforce. Aside from this, being a government agency, SDO Benguet also aims to align its HRMD programs with those of the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management or otherwise known as PRIME-HRM. To achieve this goal, a Human Resource Management and Development Committee of the Division office is, hereby constituted.

II. Objectives: Guided by the Department of Education's Vision to continuously improve itself to better serve its stakeholders, the Schools Division of Benguet has established its own Human Resource Management and Development Committee (HRMDC) with the following objectives:

- a. improve the HRMD services of the Division to upgrade employee performance;
- b. give support to SDO units and committees that are in-charge of delivering HRMD services to all division personnel; and



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- c. have a core group who will monitor and evaluate the smooth implementation of all HRMD programs.

III. Composition of the HRMD Committee:

The committee shall be comprised by the following personnel:


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| Consultant | : | Benilda M. Daytaca, EdD, CESO VI OIC - SDS |
| Chairman | : | Nestor L. Bolayo ASDS – OIC |
| Co-Chairpersons | : | Lucio B. Alawas, Chief ES, SGOD Rizalyn A. Guznian, Chief ES, CID |
| Members | : | Glenn N. Duguis, AO V Susan CJ Dawang, AO IV (HRMO) Warden A. Baltazar, EPS/QMRC-CIG Chair Wilfred C. Bagsao, EPS/QMRC-IQA Chair Sonia D. Dupagan, EPS-LR Jocelyn L. Alimondo, SEPS-HRDS Xylene D. Kinomis, SEPS- P&R Florinda C. Pagoy, Accountant Florabel E. Buclay, Budget Officer BPSTEA President NAPSSHI – Benguet Chapter President PESPA – Benguet Chapter President |
| Secretariat | : | Corazon C. Quipot, EPS II – HRDS Delia M Bandao, SMME |

IV. Functions and Responsibilities

The Human Resource Management and Development Committee shall have the following functions and responsibilities:

1. Ensure that all components of the Human Resource Management and Development (Recruitment, Selection and Placement; Learning and Development; Rewards and Recognition; and Performance Management) are in place;



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2. Work closely with SDO Benguet Human Resource Management Recruitment and Selection Board (HRMPSB) in ensuring that the recruitment and selection line-up of employees for appointment in the Division Office shall be anchored on the principles of merit, competence, fitness and equal opportunity principle (EOP) as defined in the DepEd Merit Selection Plan (DO 29, s. 2002);
3. Network with providers of opportunities for career and skills advancement for the Division Employees, through the Learning and Development Program in coordination with the Human Resource Development Section;
4. Provide employees' support from placement to retirement by strengthening career pathing, scholarship, succession and exit programs, and wellness activities;
5. Coordinate with the Division's Program on Awards and Incentives for Service Excellence (PRAISE) Committee with regard the implementation of Rewards and Recognition Program for deserving teaching, non-teaching, and teaching-related employees;
6. Monitor, assess and evaluate the fair and objective implementation of the Performance Management Program through the Division Heads and the Performance Management Team;
7. Spearhead the crafting, implementation, monitoring and evaluation of a strategic Human Resource Management and Development Plan for the whole Division;
8. Conduct regular meetings in order to discuss Human Resource concerns and issues of SDO Benguet and be able to come up with immediate actions for such;
9. Submit regularly every last Friday of the month a report of accomplishment and recommendations for management action.

V. Effectivity

This contextualized policy shall take effect immediately upon approval and unless repealed by subsequent issuance. School heads shall be guided by this policy in



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initiating and developing their school-based Human Resource Management and Development plans.

VI. References:

Bourgerie, L. (2020), Managing Employee Performance, Coursera.

DepEd Order 29, s. 2002, Merit Selection Plan of the Department of Education.

Program to Institutionalize Meritocracy and Excellence in Human Resource Management, Civil Service Commission

_____. <https://www.humanresourcesedu.org/what-is-human-resources>.

