



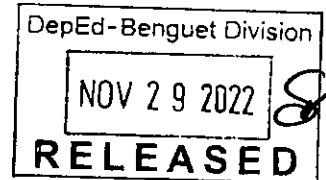
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

November 28, 2022

DIVISION MEMORANDUM

No. 364, 52022

TO: Office of the Schools Division Superintendent
 School Governance and Operations Division
 Curriculum Implementation Division
 Public Elementary and Secondary School Heads
 All Others Concerned



SUBJECT: **ANNOUNCING THE SY 2022-2023 DISTRICT HUMAN RESOURCE DEVELOPMENT COORDINATORS AND MEMBERS**

1. This office continues to advocate and sustain the quality implementation of Learning and Development and Rewards and Recognition on all governance levels in the Division. In doing so, all identified members and coordinators for SY 2022-223 must commit to their roles and responsibilities (enclosure 1).
2. The following district school leaders and teachers are identified by their Public Schools District Supervisors or District Coordinating Principals as District Human Resource Development Coordinators and / or members for SY 2022-2023:

DISTRICT	COORDINATORS / MEMBERS	DISTRICT	COORDINATORS / MEMBERS
ATOK	PAMELA MAXIMO	TUBLAY	LINDA TAMBIC
BAKUN	DOLORES FIDEL VICENTA DANIGOS	KAPANGAN	AMIL BAGUILAT CHERRELEN COMMOM
BUGUIAS	CLAIRE M. BALASIN ROSITA BOSANTOG	KIBUNGAN	DOMINGA D. HENRY SUELA A. VENCIO
BOKOD	WINNIE FREDA DOMEREZ	MANKAYAN	WILBER GONDALES FRECHETTE SESET RYAN ESPINOSA NOREEN ESPINOCILLA
ITOGON 1	CRISTINE PUGUON LORACRIS JADORMIO	SABLAN	CAROL ELIS ORLIE L. PETER LOIDA CARAMÉ
ITOGON 2	NANCY COSTINA EMELDA AMANCIO TWINKLE ASUDERA	LA TRINIDAD	DENVER P. DOKEY EFAGENIA PAING JOEMAR SORIANO
KABAYAN	SISA NGADE JENNETH BASTIAN	TUBA	HENRY TINAZA

3. For immediate and widest dissemination.

GLORIA B. BUYA-AO
 Schools Division Superintendent

SGOD/LBA/hrds/xdk



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Enclosure 1. Roles and Responsibilities of District HRD Coordinators

1. Coordinate with the Human Resource Development Section on the Programs, Projects, and activities of the Districts and schools such as but not limited to the following:
 - a. QUARTERLY updating of the Learning Development Information System;
 - b. Follow-up and assist in the submission of Personnel Development Programs, e.g. scholarship documents;
 - c. Submit report on the implementation of Rewards and Recognition implemented in the districts by coordinating with the district and school PRAISE Committee; and
 - d. Submit report on the employee welfare initiatives or innovations implemented in the districts.
2. Assist the HRDS in conducting survey and analysis of district training needs assessment for teachers and school leaders using Division HRDS tool, unless, otherwise there is a need for a localized tool to be utilized;
3. Prepare an action plan for the current school year;
4. Propose and conduct trainings in coordination with the HRDS and Public Schools District Supervisors following urgent professional development needs of teachers and school leaders;
5. Organize roll-out trainings in the district especially on updates from the Central Office, Regional Office, and the Division Office;
6. Participate or assist in the Division wide facilitating and training activities conducted by the HRD Section;
7. Prepare accomplishment reports of PPAs conducted within the school year.

