



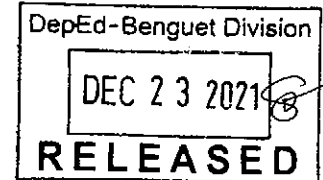
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

December 5, 2021

**DIVISION MEMORANDUM**

No. 507, s. 2021

TO: Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
To All Others Concerned



SUBJECT: **SPECIFIC ROLES OF HUMAN RESOURCE DEVELOPMENT COORDINATORS TO PDC AND PRAISE COMMITTEES IN THE DISTRICT**

1. The Human Resource Development Section advocates and implements major programs under Learning and Development and Rewards and Recognition. This required a greater area of responsibility and meticulous attitude towards planning, validation, selection, and implementation.
2. In order to organize and centralize management of HRD PPAs in the districts through HRD Coordinators, the following shall be in place:
  - a. The HRD coordinators shall be in close coordination with the PSDS;
  - b. The PSDS shall still be the final approval of all HRD PPAs in the district;
  - c. There shall no longer be District Professional Development Committee, instead, the HRD coordinators shall be in close coordination with the School PDCs and their PSDS on all roles and responsibilities related to Learning and Development (trainings and scholarship PPAs);
  - d. All HRD coordinators in the district shall AUTOMATICALLY be included as MEMBER/s of the District PRAISE Committee.
3. This issuance repeals **DM nos. 81, 94, 96, and 150, s. 2021** and other issuances, rules and regulations, and provisions which are inconsistent with this memorandum. These provisions shall be rescinded or modified accordingly.
6. For immediate dissemination and strict compliance.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

SGOD/LBA/hrds/xdk



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