



Republic of the Philippines  
**Department of Education**  
 Region IX, Zamboanga Peninsula  
**DIVISION OF PAGADIAN CITY**

**RELEASED**  
 Date/Initial: 3/20/25 /  
 DepEd, Division of Pagadian City

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

March 19, 2025

**DIVISION MEMORANDUM**

No. 73, s. 2025

**RECONSTITUTION OF THE DIVISION HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) OF DEPED PAGADIAN CITY DIVISION**

TO: Assistant Schools Division Superintendent  
 Division Chiefs  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 Section Heads  
 All Other Concerned  
 This Division

1. On compliance with the Civil Service Commission MC No. 43, s. 1993 as amended in MC 10, s. 1989 requiring all agencies to establish a Personnel Development Committee (PDC). This office announces the composition of the Human Resource Development Committee (HRDC) who shall serve as screening and coordinating committee on providing timely, relevant, and competency-based human resource programs (in-service training, scholarships and training grants and such other provisions for employees' welfare and interventions) to all teaching, reaching-related and non-teaching personnel on the Division of Pagadian City.
2. The composition of the Division Human Resource Development Committee (DHRDC) is hereby as follows:

Chairperson	:	JUDITH V. ROMAGUERA, EdD, CESO IV Asst. Schools Division Superintendent
Vice Chairperson	:	MARIA DIOSA Z. PERALTA Chief, Curriculum Implementation Division
		MA. MADELENE P. MITUDA, EdD Chief, Schools Governance and Operations Division
Members	:	ERMAH SHEILA L. ROBLE, RGC SEPS, Human Resource Development
		CARLOS M. FUERZAS, JR. Human Resource Management Officer (AO-IV)

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 Control No.03/19/2025



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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**LOCKE D. JUSAY**  
SEPS, School Management, Monitoring and Evaluation

**JUSERE ANN C. BASAYA, EdD**  
Education Program Supervisor – English

**ARACELI G. CAGADAS, EdD**  
Education Program Supervisor - LRMS

Secretariat/Support Staff: **LAVERNE S. TARROZA**  
Education Program Specialist II

**SHERILYN Y. BERAME**  
Administrative Aide VI

3. Term of Duty

The members of the HRDC shall serve for a period of one (1) year from the date of designation, subject to renewal at the discretion of the Schools Division Superintendent.

4. The HRDC shall perform the duties and responsibilities and other related tasks duly assigned by this office which are as follows:

- a. Implement policy guidelines for provisions on trainings and participation of personnel in the division for trainings, seminars, workshops and other development activities; qualified nominees based on L & D Plan, olicity
- b. Prepare Division Learning and Development Plan based on needs assessment;
- c. Screen qualified nominees based on L & D Plan, Policy Guidelines and Criteria Set for Scholarships and program participation;
- d. Determine provisions of trainings/scholarship contracts, training funds and other individual and group entitlements;
- e. Recommend to the Schools Division Superintendent or his/her duly authorized representatives the most qualified nominee(s) and recipient(s) in accordance with screen results considering the equal Opportunity Principles (EOP), except if certain recipient(s) has been explicitly identified by the agency head in the exigency of service and/or direct identification of trainees/recipient(s) by the Regional or Central Office; and
- f. Prepare and submit training accomplishment reports to the Office of the Schools Division Superintendent, Regional Office or DepEd Central office.

5. Functions of the HRDC Secretariat

- a. Disseminate scholarships/trainings/workshops invitation to all functional divisions, units/sections and schools;

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- b. Prepare assessment tool/criteria and pre-screen applicants based on documents, records and sponsor requirements for shortlisting and endorsement;
  - c. Assist the candidate in the preparation/accomplishment of needed training and scholarship grants;
  - d. Prepare notices and agenda for screening/deliberations/meetings on HRDS; and
  - e. Document and maintain database of HRDC deliberations, including employee's pertinent travel documents.
6. For immediate dissemination and implementation.

**DANNY B. CORDOVA, EdD, CESO V**  
Schools Division Superintendent *etv*

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