



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

17 Feb 2025

DIVISION MEMORANDUM

No. **027** , s. 2025

ORIENTATION ON THE PROGRAMS AND PROCESSES OF THE HUMAN
RESOURCE DEVELOPMENT SECTION

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads

1. Please be informed that the School Governance and Operations Division - Human Resource Development Section (SGOD-HRDS) will conduct **Orientation on HRDS Programs and Processes** on the following schedule:

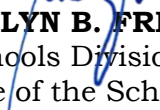
Cluster	Date	Venue
Alabel and Malapatan	February 18, 2025	Alabel Integrated SPED Center
Glan	February 19, 2025	SDO Conference Room
Maasim, Kiamba, Maitum	February 25, 2025	Within Maasim
Malungon	February 26, 2025	Within Malungon

2. This activity has the following objectives:
- To present the HRDS programs and initiatives;
 - To provide updates on HRDS programs and initiatives;
 - To familiarize the process involved in the different HRD services including the compliance on professional development programs templates and forms; and
 - To address HRDS-related issues and concerns.
3. Participants in this activity are the Administrative Officers (AO) II and designated HRMOs for those schools without AO II. Food and travel expenses of the attendees shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. Enclosed is the activity matrix for easy reference.



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5. For inquiries, contact Rehane Sambuto at 09385540626.
6. Immediate dissemination of this Memorandum is desired.


ATTY. NELYN B. FRINAL, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
ORIENTATIONS
PROGRAMS

RPS/SGOD-HRDS/DM – orientation on the programs and processes of the human resource development section
0186/17 February 2025

(Enclosure to Division Memorandum No. 027, s. 2025)

ACTIVITY MATRIX

Time	Topic/s	Person In-charge
8:00-9:00	Registration	
9:00-9:30	Phil. National Anthem	AVP
	Prayer	AVP
	Regional Hymn	AVP
	Sarangani Hymn	AVP
	Checking of Attendance	Rehanee P. Sambuto SEPS-HRDS
	Welcome Message	Ma. Shirley M. Cardinal SGOD Chief
	Statement of Purpose	Atty. Nelyn B. Frinal, CESO VI Asst. Schools Division Superintendent
	Message	Ruth L. Estacio PhD, CESO V Schools Division Superintendent
9:00-11:00	HRDS Processes and Scholarships	Rehanee P. Sambuto SEPS-HRDS
	PRAISE related reports	
11:00-12:00	Submission Link of Reports	Jordan Casing ADAS-HRDS
12:00-1:00	Lunch Break	
1:00-3:00	Professional Development Programs Templates and Forms	Madina P. Loguioman EPS-HRDS
	NEAP PD Program Evaluation	
	PRC CPD Accreditation	
3:00-3:30	Open Forum	
3:30-4:30	Closing Program	Host
4:30-5:00	Home Sweet Home	