



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

11 May 2026

DIVISION MEMORANDUM

SGOD-2026-097

QUARTERLY SUBMISSION OF HUMAN RESOURCE DEVELOPMENT (HRD) DATA ON AWARDS, SCHOLARSHIPS, EMPLOYEE WELLNESS, AND SCHOOL LEARNING ACTION CELL (SLAC) ACCOMPLISHMENT REPORT, AND OTHER PROFESSIONAL DEVELOPMENT PROGRAMS

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the Department of Education's thrust to strengthen Human Resource Development (HRD) systems and promote data-driven planning and implementation of programs on Rewards and Recognition, Scholarships, Employee Wellness, and Learning and Development, this Office hereby announces the quarterly submission of HRD data on awards, scholarships, employee wellness initiatives, School Learning Action Cell (SLAC) accomplishments, and other professional development programs.
2. The data collection aims to establish a centralized HRD database that will serve as basis for planning, policy formulation, identification of potential nominees for awards and scholarships, and provision of appropriate interventions to enhance personnel development across the division.
3. All schools are required to submit the following summary data on a quarterly through this Google Form link <https://bit.ly/HRDQuarterlyData> :
 - a. List and number of personnel who received awards and recognitions (school, district, division, regional, national, or international level);
 - b. List and number of personnel who are recipients of scholarship programs (DepEd, LGU, private organizations, or other funding institutions);
 - c. Number of Learning and Development (L&D) programs conducted, including School Learning Action Cell (SLAC) sessions, with corresponding participant counts and general topics;
 - d. Employee Wellness / Gender and Development (GAD) – number and type of wellness and GAD-related activities conducted, with estimated participants.





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4. The submission shall be made once per school per quarter and shall cover the following reporting periods:
 - a. Quarter 1: January – March
 - b. Quarter 2: April – June
 - c. Quarter 3: July – September
 - d. Quarter 4: October – December
5. To ensure efficiency and avoid duplicate reports, schools are advised to submit only summary data. No supporting documents or attachments are required.
6. The School Head and SLAC Coordinator shall be responsible for ensuring the accuracy and timeliness of submission. The accomplished form shall be submitted on or before the 5th day of the month following the end of each quarter.
7. All information collected shall be kept confidential and used solely for official HRD purposes, in accordance with DepEd's existing data privacy policies.
8. Non-submission or delayed submission shall be monitored and may be considered in performance assessment and program evaluation.
9. For inquiries, contact Rehanee P. Sambuto at 09385540626 and Madina P. Loguoman at 09193702488.
10. For the information, guidance, and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e

Reference: N o n e

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

REPORTS

Adriano A. Daligdig/SGOD/MLA – quarterly submission of human resource development (hrd) data on awards, scholarships, employee wellness, and school learning action cell (slac) accomplishment report, and other professional development programs

0330/May 11, 2026



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