



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

March 3, 2026

**DIVISION MEMORANDUM**

No. 024, s. 2026

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

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. Pursuant to Section 31, Book V of Executive Order No. 292 known as the Revised Administrative Code of 1987 of the Civil Service Commission, each department or agency shall prepare a career and personnel development plan which shall include provisions on in-service training, including overseas and local scholarships and training grants, and such other provisions for employees' health, welfare, counseling, recreation, and similar services.

2. In support of the above issuance and in accordance with Civil Service Commission (CSC) Memorandum Circular (MC) No. 43 s. 1993, as amended in MC No. 10, s. 1989, titled "*Streamlining and Deregulating Human Resource Development Functions, Establishing a Personnel Development Committee in All Departments in Government, Including Government-Owned or Controlled Corporations,*" respectively, and Division Memorandum No. 68-A, s. 2023 titled "*Policy on Learning and Development (L&D) of the Department of Education – Schools Division of Marinduque,*" this Office announces the **Reconstitution of the Division Human Resource Development Committee (HRDC)**, to wit:

Chairperson: Dr. MABEL F. MUSA, CESO VI  
Assistant Schools Division Superintendent

Co-Chairpersons: Mrs. MAITA M. LAZARES  
Chief Education Supervisor, SGOD

Mr. JOHN M. CHAVEZ  
Chief Education Supervisor, CID

Members: Dr. ELVIN C. PERLAS  
Education Program Supervisor, SGOD



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Dr. MA. SHIELA S. SAET  
Education Program Supervisor, CID

Atty. AYZEL LEA R. PALMERO  
Attorney III

Mr. KYLE DAVID V. ATIENZA  
Senior Education Program Specialist, HRDS

Mrs. BERNADITH R. LACERNA  
Senior Education Program Specialist, PRS

Dr. FRETZIE P. ALCANTARA  
Senior Education Program Specialist, SMM&E

Mrs. ARLENE M. MARASIGAN  
Administrative Officer V, Budget Unit

Mr. JOHN DHELTER P. PASTRANA  
Accountant III

Mrs. MARISOL O. LUARCA  
Planning Officer III

Engr. DAVID M. ZOLETA, JR.  
Information Technology Officer I

2<sup>nd</sup>-Level Representative: Mrs. MARIDELL F. HERMOSA  
Administrative Officer IV, Personnel Unit

Alternate: Mrs. MAY BERNADETH O. DE LA ROSA  
Administrative Officer V

1<sup>st</sup>-Level Representative: Mr. RANDY A. LLENA  
Administrative Assistant III

Alternate: Mrs. MELODY P. MERCENE  
Administrative Assistant III

Secretariat: Mrs. GLAIZA T. PALATINO  
Education Program Specialist II, HRDS

Mr. REY R. RAYMUNDO  
Education Program Specialist II, SMM&E

Mrs. JINKY L. MERON  
Administrative Officer IV, Records Unit

3. In accordance with Memorandum DM-OULS-2026-018 titled “*Guidelines on Ensuring Effective Management of NEAP Scholarship Processes*,” the Division HRDC shall have the following general functions:

- 3.1. lead in the review, analysis, and recommendation of proposed policies, guidelines, plans, and other outputs related to the Human Resource Development (HRD) system, improvements, and then endorses them to the Schools Division Superintendent for approval;
- 3.2. evaluate and recommend L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;
- 3.3. facilitate the selection of the best-qualified employees for scholarship programs and other L&D opportunities;
- 3.4. review applications for study leave and recommend appropriate action to the head of the office;
- 3.5. ensure performance monitoring, rewards, and recognition systems are properly applied within the office;
- 3.6. help develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel;
- 3.7. submit required reports to the head of the office regarding L&D activities;
- 3.8. monitor the progress of the scholars and provide technical assistance, as needed;
- 3.9. prepare and submit a quarterly report to the ROPDC who will then compile a consolidated report for the COPDC; and
- 3.10. ensure that all employees, regardless of age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation, or activity, are given equal opportunity to avail and attend L&D programs, including scholarship opportunities.

4. Attached as Enclosure 1 is the list of specific roles and functions of each member. They are tasked to perform the duties and functions of HRDC members aside from their regular functions.

5. The designation of the Division HRDC members and secretariat shall be valid for two years and shall be in force until further notice by the authorities concerned.

6. Immediate dissemination of the contents of this Memorandum is desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent  


Encls: As stated  
References: Section 31, Book V of Executive Order No. 292  
CSC MC No. 43 s. 1993  
CSC MC No. 10, s. 1989  
Division Memorandum No. 68-A, s. 2023  
Memorandum DM-OULS-2026-018

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

COMMITTEES

TRAINING PROGRAMS

*SGOD-HRDS/KDA*

*Reconstitution-of-the-Division-Human-Resource-Development-Committee/ March 3, 2026*



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Enclosure No. 1 to Division Memorandum No. 024, s. 2026

NAME	POSITION	DESIGNATION	FUNCTIONS
Dr. Mabel F. Musa, CESO VI	Assistant Schools Division Superintendent	Chairperson	<ul style="list-style-type: none"> <li>• Recommends the implementation of policy guidelines for provisions on training and participation of personnel in the Division in trainings, workshops, seminars, and other development programs/activities.</li> </ul>
Mr. John M. Chavez	Chief Education Supervisor, CID	Co-Chairperson	<ul style="list-style-type: none"> <li>• Facilitates information and dissemination of scholarship/training/workshop invitations along curriculum implementation to all personnel in the Division, schools, and learning centers.</li> <li>• Reviews the implementation of the L&amp;D, as indicated in the SDO Learning and Development Plan and Policy.</li> <li>• Recommends the implementation and conduct of Learning and Development, as indicated in the Learning and Development Plan and Policy, and its alignment to the OPCRf and AIP.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mrs. Maita M. Lazares	Chief Education Supervisor, SGOD	Co-Chairperson	<ul style="list-style-type: none"> <li>• Facilitates information and dissemination of scholarship/training/workshop invitations along school governance and operations to all personnel in the Division, schools, and learning centers.</li> <li>• Reviews the implementation of the L&amp;D, as indicated in the SDO Learning and Development Plan and Policy.</li> <li>• Recommends the implementation and conduct of Learning and Development, as indicated in the</li> </ul>



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			<p>Learning and Development Plan and Policy and its alignment to the OPCRf and AIP.</p> <ul style="list-style-type: none"> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Dr. Elvin C. Perlas	Education Program Supervisor, SGOD	Member	<ul style="list-style-type: none"> <li>• Screens qualified nominees based on the L&amp;D Plan and Policy, guidelines, and criteria for scholarship and program participation.</li> <li>• Provides technical assistance to the candidate or program proponent in the preparation or accomplishment of needed training, scholarship, and R&amp;R requirements.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Dr. Ma. Shiela S. Saet	Education Program Supervisor, CID	Member	<ul style="list-style-type: none"> <li>• Screens qualified nominees based on the L&amp;D Plan and Policy, guidelines, and criteria for scholarship and program participation.</li> <li>• Provides technical assistance to the candidate or program proponent in the preparation or accomplishment of needed training, scholarship, and R&amp;R requirements.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Atty. Ayzel Lea R. Palmero	Legal Officer	Member	<ul style="list-style-type: none"> <li>• Ensures that a range of well-established training programs highlight the skills needed by the SDO human resources, which are subject to legal procedures and guidelines.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>

Mr. Kyle David V. Atienza	Senior Education Program Specialist, HRDS	Member	<ul style="list-style-type: none"> <li>• Prepares the SDO Learning and Development (L&amp;D) plan based on needs assessment and policy.</li> <li>• Documents and maintains a database of L&amp;D-related documents.</li> <li>• Prepares the assessment tool/criteria and pre-screens applicants based on records, and documents for shortlisting and endorsement.</li> <li>• Provides technical assistance to the candidate or program owner in the preparation and accomplishment of needed training and scholarship requirements.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mrs. Bernadith R. Lacerna	Senior Education Program Specialist, PRS	Member	<ul style="list-style-type: none"> <li>• Checks the alignment of proposed L&amp;D to the Division Research Agenda.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Dr. Fretzie P. Alcantara	Senior Education Program Specialist, SMM&E	Member	<ul style="list-style-type: none"> <li>• Monitors and evaluates the implementation and completion of the proposed program (session, content, trainers, venues, and participants) or L&amp;D activity and projects.</li> <li>• Submits analysis and report to the agency head and provides a copy of the M&amp;E to the project or program proponent.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mrs. Arlene M. Marasigan	Administrative Officer V, Budget Office	Member	<ul style="list-style-type: none"> <li>• Verifies the budget appropriation and/or allotment of funds for the proposed L&amp;D.</li> </ul>



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			<ul style="list-style-type: none"> <li>• Determines the provisions for training funds and other individual or group entitlements.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mrs. Marisol O. Luarca	Planning Officer III	Member	<ul style="list-style-type: none"> <li>• Checks the alignment of the proposed program or Learning and Development (L&amp;D) to the OPCR of the agency head, Annual Implementation Plan (AIP), and Program Management Information System (PMIS).</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mr. John Dhelter P. Pastrana	Accountant III	Member	<ul style="list-style-type: none"> <li>• Ensures that cost estimates fall under existing accounting and auditing rules and regulations.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Engr. David M. Zoleta, Jr.	Information Technology Officer	Member	<ul style="list-style-type: none"> <li>• Provides webinar links.</li> <li>• Assist in the implementation and analysis of needs assessment.</li> <li>• Documents and maintains a database of L&amp;D-related documents.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mrs. Maridell F. Hermosa	Administrative Officer IV	2 <sup>nd</sup> Level Representative	<ul style="list-style-type: none"> <li>• Encourages peers to give each other regular performance feedback for effective delivery of services to the human resources.</li> </ul>
Mrs. May Bernadeth O. De La Rosa	Administrative Officer V	2 <sup>nd</sup> Level Representative (Alternate)	



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Mr. Randy A. Llena	Administrative Assistant III	1 <sup>st</sup> Level Representative	<ul style="list-style-type: none"> <li>• Explores new options within the agency by making learning and development accessible across departments through the onboarding programs and to produce a multi-skilled workforce.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mrs. Melody P. Mercene	Administrative Assistant III	1 <sup>st</sup> Level Representative (Alternate)	
Mrs. Glaiza T. Palatino	Education Program Specialist II, HRDS	Secretariat	<ul style="list-style-type: none"> <li>• Assist in the preparation of SDO Learning and Development (L&amp;D) plan based on needs assessment and policy.</li> <li>• Assist in the documentation and maintenance of the database of L&amp;D-related documents.</li> <li>• Assist in the preparation of assessment tools/criteria and pre-screen applicants based on records and documents for shortlisting and endorsement.</li> <li>• Provides technical assistance to the candidate or program owner in the preparation and accomplishment of needed training and scholarship requirements.</li> <li>• Prepares notices and agenda for screening, deliberations, or meetings of HRDC.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mr. Rey R. Raymundo	Education Program Specialist II, SMM&E	Secretariat	<ul style="list-style-type: none"> <li>• Assist in the monitoring and evaluation of the implementation and completion of the proposed program (session, content, trainers, venues, and participants) or L&amp;D activity and projects.</li> </ul>



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			<ul style="list-style-type: none"> <li>• Assist in the submission of analysis and report to the agency head and a copy of the M&amp;E to the project or program proponent.</li> <li>• Prepares notices and agenda for screening, deliberations, or meetings of HRDC.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>
Mrs. Jinky L. Meron	Administrative Officer IV, Records Unit	Secretariat	<ul style="list-style-type: none"> <li>• Prepares notices and agenda for screening, deliberations, or meetings of HRDC.</li> <li>• Does other related tasks as may be assigned by the agency head in accordance with DepEd and CSC rules, policy, and procedures on L&amp;D.</li> </ul>