



Republic of the Philippines  
**Department of Education**  
**REGION XI**  
**SCHOOLS DIVISION OF DIGOS CITY**

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Office of Schools Division Superintendent

**DIVISION MEMORANDUM**  
No. 142, s. 2022

**March 14, 2022**

**DESIGNATION ORDER AS ACTING EDUCATION PROGRAM SPECIALISTS II  
(HUMAN RESOURCE DEVELOPMENT)**

To: **JULIE ANN POSADAS-AMPA**  
Project Development Officer I

1. In exigency of the service, this Office hereby designates you as the Acting Education Program Specialists II (Human Resource Development) of the School Governance and Operations Division under the leadership of Sollie B. Oliver, Chief Education Supervisor-SGOD.
2. As such, you are to perform the duties and functions stipulated in the compendium of the Education Program Specialists II (Human Resource Development), to wit:
  - a. Gather data from reports, research findings and benchmark studies data as inputs to HRD needs assessment and findings as basis for HRD plans and programs.
  - b. Assist in preparing report on HR development needs and situation analysis to facilitate by providing the facts and data gathered
  - c. Assist in the preparation of a Human Resource Development Plan for the Schools Division to ensure the availability of competent personnel in the schools division when needed.
  - d. Provide technical support in identifying professional and competency development needs of individual personnel in the schools division, implementing the system designed for such, in order to arrive at profiles on individual and group competency development needs.
  - e. Provide technical support in implementing system for preparing HR Development Plans (including professional and career development plans of employees) of personnel of the schools division.
  - f. Customize training and career development manuals and handouts packaging to make it applicable to the SDO situation and requirements.
  - g. Reproduce in print or electronic format training and development materials to be used as reference by participants.
  - h. Prepare training venue and logistical requirements or coordinate venue arrangements to ensure a physical environment conducive to learning



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- i. Provide technical support in the screening and selection of applicants for scholarship by gathering additional data and coordinating acquisition of supporting documents as basis for final selection.
  - j. Provide support in coordinating with institutions recommended scholars and documentary requirements to facilitate attendance and availment of the scholarship.
  - k. Provide support in the registration of scholars in courses as needed.
  - l. Assist in monitoring, evaluating and submitting report on the status and progress of scholars, and the benefits of the scholarship programs to the agency.
  - m. Gather and encode data and maintain records on training participants and training and development activities using data capture tools and instruments designed for the system.
  - n. Generate TDIS Records and Documents on performance in Leadership and Development programs for high potential employees to be considered in the candidate pool
  - o. Gather data needed in the identification of high potential employees targeted to be part of a candidate pool for critical positions in the SDO
  - p. Collect records and documents of personnel in the candidate pool to create a portfolio for candidates to be used as reference in the selection process.
  - q. Assist in coordinating the implementation of retirement programs for employees due for retirement to prepare them and the organization for the transition.
  - r. Gather data from resigning personnel to get feedback on factors that helped or hindered employees in the performance of his/her work and implications towards continuous improvement in the work climate and in the workplace
  - s. Assist in gathering data on welfare needs of employees.
  - t. Provide technical support in proposal preparation, design, and implementation (upon approval) of programs to respond to the welfare needs of various employee groups.
  - u. Provide technical support in the review, proposal preparation and coordination of the implementation of reward and recognition programs
  - v. Provide technical support in the conduct of monitoring and evaluation of employee welfare programs and submission of report on its status, progress, and impact in order to provide feedback to management
  - w. Assist in providing Technical Assistance to schools and learning centers by responding to the identified needs in relation to HRD and other matters on governance and operations
  - x. As may be assigned by the superior.
3. This designation does not carry with it any additional remuneration or priority of promotion. Upon assumption to duty you shall discuss with your rater the Chief Education Supervisor -SGOD your new IPCR.
  4. This designation shall take effect immediately and subject to recall when deemed necessary.

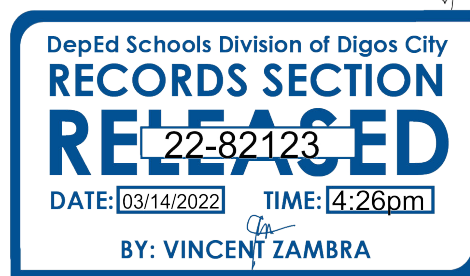


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5. For your information and strict compliance.



**CRISTY C. EPE**  
Schools Division Superintendent



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