



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City



Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

DIVISION MEMORANDUM

No. 117, s. 2019

To: All Public Elementary School Heads
All Public Secondary School Heads

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC-Schools Division Superintendent

Subject: Submission of School-Based Human Resource Development (HRD) Plan

Date: June 17, 2019

1. To ensure an effective implementation and management of an efficient training and development system towards teachers and staff, this Office directs all schools to submit a Human Resource Development (HRD) Plan for SY 2019-2020.
2. The HRD Plan should be anchored on the needs and priorities of the school aligned with the Department of Education's policy. Please refer to DepEd Order No. 021, s. 2018 for applicable and allowable programs, activities and projects (PAPs) geared towards the continuing professional development of school personnel.
3. Further, phase 3 of the RPMS cycle for SY 2018-2019 should be reflected in your HRD plan as basis of your School-Based Learning Action Cell (SLAC). The consolidated school-based HRD plan will be included in the Division Master Plan for Human Resource Development agenda.
4. A sample template is attached for your reference (please see Enclosure 1).
5. Please submit your HRD Plan on or before June 20, 2019 thru Karen Rose A. Serrania, SEPS-HRTD.
6. For immediate and strict compliance.



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Enclosure 1: *Sample Template for HRD Plan*

Name of School
Human Resource Development Plan for SY 2019-2020

General Objective: Improve teachers' performance and competency based on DepEd's standards

Success Indicator: By 2020, all teachers have reached VS and O in their performance evaluation

Needs	Interventions (PAPs)	Physical Target (2019-2020)	Financial Target (2019-2020)	Level of Technical Assistance
1. Sustain professional development interventions for teachers thru LAC and INSET	Training on Financial Literacy	40	5,000.00	School level
	School-Based Learning Action Cell (SLAC) Sessions	40	15,000.00	School level
	School-Based INSET	40	20,000.00	School level
2. Provide professional growth for teachers thru scholarships and trainings (outside school)	Endorsement of teachers in SEAMEO courses	5	35,000.00	Division level
	Sending of teachers in seminars/trainings in the division, regional, national, int'l level	10	40,000.00	Division level
3.				
4.				
5.				
6.				

Prepared by:

Name of School Head/Principal
Designation

Approved:

JESNAR DEMS S. TORRES, Ph.D., CESE
OIC-Schools Division Superintendent

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Tayo
PARA SA
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