



101420-131

Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

October 14, 2020

DIVISION MEMORANDUM
NO. 308, s. 2020

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All concerned

**HUMAN RESOURCE DEVELOPMENT SECTION
ALTERNATIVE WORK SYSTEMS SCHEDULE**

1. To ensure continuity in providing quality human resource development services to all clientele amid the state of national health emergency due to the Corona Virus Disease-19, this Office announces the **Human Resource Development Section (HRDS) Alternative Work Systems Schedule** which shall take effect starting October 19, 2020.





2. The following activities shall be done on these respective working days:

Monday and Wednesday	Processing of physical transactions and other tasks assigned by the management
Tuesday and Thursday	Processing of online transactions and other tasks assigned by the management
Friday	Processing and releasing of certificate codes and digital certificates

3. The HRDS shall be shifting to digital submission of the following documents: (1) Training and Activity Proposals, (2) Completion Reports and (3) List of Attendees/Program Management Teams/Facilitators via **Google Forms** for faster processing time, direct archiving and easy retrieval of data from the Training and Development Information System through these submission links:

Training/ Activity Proposal	https://tinyurl.com/HRDProposalSubmission
Training/Activity Completion Report Excel File for the Issuance of certificate codes and digital certificates	https://tinyurl.com/HRDCompletionReportSubmission



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4. The data collected shall only be used for the declared purpose and shall only be accessible to the HRDS personnel in observance of the Data Privacy Act of 2012 and client confidentiality.
5. Attached are reiteration information on the HRDS processes. *(See Annex A for the Frequently Encountered Concerns and Corresponding HRDS Technical Assistance).*
6. For any relevant concerns, you may contact the Ms. Ronalyn P. Salazar thru depedcavite.hrd@deped.gov.ph.
7. For immediate dissemination and appropriate action.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RPS/DM No. 308 S. 2020
101420-131/ 10/14/2020



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
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Annex A.

**FREQUENTLY ENCOUNTERED CONCERNS AND CORRESPONDING
HRDS TECHNICAL ASSISTANCE**

Frequently Encountered Concerns	HRDS Technical Assistance
Use of wrong templates (DOC-HRD-FR-009 Rev.05) (DOC-HRD-FR-011-Rev.03)	Forms are downloadable from this link: https://tinyurl.com/HRDFormTemplates
Non-declaration of career stages and respective PPST/PPSS/PPSSH domains and strands to be addressed (<i>if the attendees include teaching personnel, supervisors, and school heads</i>)	Based on NEAP-R standards, all domains, and strands to be addressed in the conduct of training development activities must be reflected in the proposal and activity completion reports, including their career stages (<i>if the attendees include teaching personnel, supervisors, and school heads</i>)
Submissions not made within required timeline for quality assurance	For Division/ Regionally- initiated Training or Activities , documents must be submitted for quality assurance within 30 days prior to conduct of training or activity For Districts and Schools , it must be submitted within 10 days prior to the conduct of training or activity
No tracking number	All documents must pass through the Records Section for UIS coding and issuance of tracking number prior to submission to the HRDS by sending it first to depedcavite.records@deped.gov.ph
Follow-up of documents submitted to HRDS	Utilize the Self-Service Portal which can be accessed through depedcavite.com.ph
No affixed signature of required initial signatories	Ensure that the required initial signatories have affixed their signatures prior to submission to the HRDS
Wrong data input in the excel file for the issuance of certificate	There must be separate worksheets in the excel file for the list of attendees for the



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codes and reproduction of e-certificates	issuance of Certificate of Participation and another worksheet for the Facilitators and Program Management Team for the issuance of Certificate of Recognition. Furthermore, all data must be filled up correctly , following the instructions found on the header of each worksheets.
Days allotted for HRD quality assurance	Upon receipt from the Records Section, HRD will do quality assurance of documents within a minimum period of 5 business days

**Non-compliance to process requirements shall cause undue delay or disapproval.*



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