



Republic of the Philippines  
**Department of Education**

REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**March 30, 2021**





DIVISION MEMORANDUM  
NO. 116, s. 2021

To: Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
All Division Unit and Section Heads  
All Education Program Supervisors and Specialists  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Concerned

**DESIGNATION OF SCHOOL HUMAN RESOURCE DEVELOPMENT  
(HRD) ASSOCIATES**

1. In support of the Division's adoption of DepEd Order No. 1, s. 2020 titled "Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders," all public elementary and secondary school heads are directed to designate two (2) Human Resource Development (HRD) associates.
2. The HRD associates shall have the following competencies:
  - Master Teacher, preferably with experience on carrying out learning and development-related tasks, such as but not limited to L&D needs assessment and training program proposal writing
  - Proficient in G Suite applications i.e. Google drive, Google form, Google spreadsheet, Google slide
3. School heads shall issue the Designation Order of a lead and a deputy HRD associate who shall serve the following duties and responsibilities for three consecutive years:
  - assist the school head in conducting professional and personal development needs assessment of all school teaching and non-teaching personnel;
  - assist in the development of the school's L&D plan, ensuring that all training programs are aligned with the SY 2020-2023 professional development priorities;
  - provide technical assistance in the preparation of training program proposals;
  - check the completeness and correctness of training program proposals and other documentary requirements (i.e. curriculum vitae of resource speakers, session guides, slide decks) for NEAP recognition;
  - establish and maintain the school training and development database



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**"Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO"**



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4. All designated HRD associates shall submit their contact information and profile through this link <https://tinyurl.com/CavHRDA>
5. To facilitate the immediate dissemination and discussion of HRD updates among the designated school HRD associates, the DepEd Cavite HRD Associates Facebook Group shall be created and moderated by the Division education program specialists for HRD.
5. Questions and clarifications may be communicated to the [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph)
6. For immediate dissemination to and compliance of all concerned.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

RMA/ DM NO.116, s.2021  
033021-027/03/ 30/ 2021



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