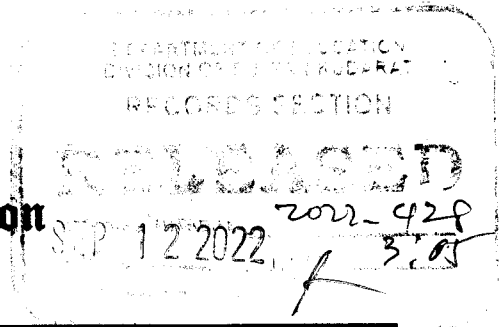




Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT



September 12, 2022

**DIVISION MEMORANDUM**  
SGOD HRDS No. 66 s. 2022

**CONDUCT OF THE 3<sup>rd</sup> QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT-  
CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE  
(HRD-CONVERGENCE)**

To: Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
Education Program Supervisors  
Public Schools District Supervisors/Principals In-Charge  
Elementary and Secondary School Administrators  
District and School HRD Coordinators  
This Division

1. To continually improve, monitor, and assess the delivery of basic services especially in the professional development of teaching and nonteaching personnel and to discuss the progress of seminars and advancements of schools particularly on HRD activities for FY 2022, Learning and Development data, best practices and the impact of these programs to the aspiration of the organization, this Office will conduct the 3<sup>rd</sup> Quarter Division HRD-CONVERGENCE on September 28, 2022, 8:30 am at Carlitos Hotel, Isulan, Sultan Kudarat.
2. The Municipal Presenter, who is a Cluster or a District HRD Coordinator, shall present, highlight, and discuss the targets and accomplishments, challenges and interventions, and other issues and concerns undertaken in their respective stations through a school-based or district-based HRD CONVERGENCE.
3. Enclosed to this Memorandum are the List of Participants, Indicative Schedule, and Toolkit.
4. All District/Cluster HRD Coordinators who will attend the CONVERGENCE are requested to bring the soft and hard copy of the consolidated RPMS reports to wit:

**a. Division Consolidated RPMS Report**

- <https://tinyurl.com/RPMSTEMPLATESUBMISSIONLINK>

**b. Region Consolidated RPMS Report**

- <https://tinyurl.com/ADDITIONALRPMSREPORTS>

LPO/SGOD-SEPS/DM- CONDUCT OF THE 3<sup>rd</sup> QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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5. Participants for the HRD-CONVERGE are the Division Officials and District/Municipal Cluster HRD Coordinators. Strictly no proxy is allowed unless advance copy of letter of replacement shall be provided and approved by the Schools Division Superintendent.
  6. Participants are reminded to observe the following procedures and standards.
    - 6.1. Each District/Municipal Cluster HRD Coordinator shall prepare/consolidate the reports of their respective area of assignment in a **10-minute PowerPoint presentation** aligned with the contents of the toolkit and shall be required to conduct pre-work after the quarterly cluster/district HRD-CONVERGE to ensure that the rollout kit is being followed.
    - 6.2. District/Municipal Cluster presentation shall only have a maximum of **20 slides, prioritizing and highlighting** the most significant change contributing to the implementation of the HRD programs, gaps, issues and concerns needing top management decision and action.
    - 6.3. Oral presentation by the assigned presenter is highly preferable rather than pre-recorded video presentation of the report.
    - 6.4. A **10-minute** interpellation, discussion and synthesis with the Division Executive Committee (DEXECOM) shall follow to commend major accomplishments and clarify issues and concerns for division office action and/or endorsement for regional/ central office decision.
    - 6.5. The lead discussant assigned shall keep track of the time as the presentation is being done and shall politely cut the presentation if it exceeds the prescribed time. However, to ensure that the lead discussants and panelists are informed of the full content of their report, presenters are requested to submit the soft copy at least two (2) days prior to the HRD-CONVERGE schedule to email address lazaro.oriel@deped.gov.ph and/or markcarlo.buyao@deped.gov.ph
  7. SGOD-PRS and SMME as process observers shall monitor and evaluate the report and delivery using the Process Observation Checklist for HRD-CONVERGE.
  8. Meals, snacks, and materials during the conduct of the program will be chargeable against the division MOOE (SGOD-HRDS allocated funds) while traveling allowance of LPO/SGOD-SEPS/DM- CONDUCT OF THE 3rd QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022
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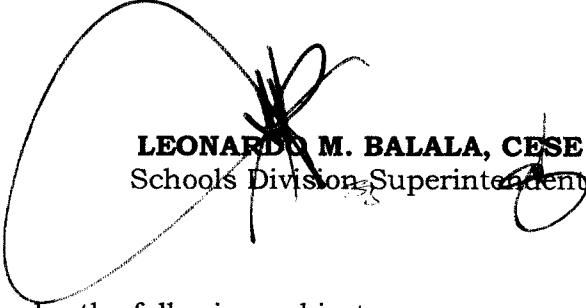




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the participants shall be chargeable to school MOOE subject to the usual accounting and auditing rules and procedures.

9. Immediate and wide dissemination of this Memorandum is highly desired.

  
**LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

Incl: As stated

Reference: RM HRDD No.58, s. 2022

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

**CONVERGENCE**

**HUMAN RESOURCE DEVELOPMENT**

LPO/SGOD-SEPS/DM- CONDUCT OF THE 3rd QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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DIVISION OF SULTAN KUDARAT

Enclosure No. 1 to the Division Memo. HRDS No. 166 - 2022

**LIST OF PARTICIPANTS**

<b>NO. OF PAX</b>	<b>PARTICIPANTS</b>
<b>1</b>	Schools Division Superintendent
<b>1</b>	Assistant Schools Division Superintendent
<b>2</b>	Chiefs of the Functional Divisions
<b>5</b>	Human Resource Development Section Staff Members
<b>29</b>	District Human Resource Development Coordinators
<b>11</b>	Municipal Cluster Human Resource Development Coordinators
<b>2</b>	School Management Monitoring and Evaluation
<b>2</b>	Planning and Research Section
<b>TOTAL = 53</b>	

LPO/SGOD-SEPS/DM- CONDUCT OF THE 3rd QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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Enclosure No. 2 to the Division Memo. HRDS No. 1002, s. 2022

**INDICATIVE SCHEDULE**  
**CONDUCT OF THE 3<sup>rd</sup> QUARTER DIVISION HUMAN RESOURCE**  
**AND DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS**  
**EXCELLENCE (HRD-CONVERGENCE)**  
September 28, 2022

<b>Time</b>	<b>Activities</b>	<b>In-charge</b>
8:30 a.m. – 9:00 a.m.	<ul style="list-style-type: none"><li>• Registration</li><li>• Opening Program<ul style="list-style-type: none"><li>• National Anthem</li><li>• Prayer</li><li>• Attendance Checking</li></ul></li><li>• Opening Remarks</li> <li>• Statement of Purpose/Objectives</li> <li>• Message</li></ul>	<b>Atty. Nelyn B. Frinal</b> ASDS  <b>Mohalidin M. Suaeb, PhD</b> CES, SGOD  <b>Leonardo M. Balala, CESE</b> SDS
9:01 a.m. –	<b>CONVERGENCE PROPER</b> <ul style="list-style-type: none"><li>• Roll Call</li><li>• Presentation of Convergence Guidelines</li><li>• Reporting<ul style="list-style-type: none"><li>a. District HRD Coordinators</li><li>b. Municipal Cluster HRD Coordinator</li></ul></li><li>• <b>Bagumbayan</b></li><li>• <b>Cumbio</b></li><li>• <b>Esperanza</b></li></ul>	<b>Lazaro P. Oriel</b> SEPS-HRDS  <b>Mark Carlo D. Buyao</b> EPS II- HRDS

LPO/SGOD-SEPS/DM- CONDUCT OF THE 3<sup>rd</sup> QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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ISO 9001:2015



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	<ul style="list-style-type: none"><li>• <b>Isulan</b></li><li>• <b>Kalamansig</b></li><li>• <b>Lambayong</b></li><li>• <b>Lebak</b></li><li>• <b>Lutayan</b></li><li>• <b>Palimbang</b></li><li>• <b>President Quirino</b></li><li>• <b>Senator Ninoy Aquino</b></li></ul>	
12:00nn	Lunch Break	
1:00 – 3:30pm	Continuation of CONVERGENCE/Reporting	<b>Mark Carlo D. Buyao</b> EPS II – HRDS
3:30-4:30pm	Open Forum & Ways Forward	
4:30 – 5:00pm	Closing/ Online Evaluation	<b>SMME</b>

LPO/SGOD-SEPS/DM- CONDUCT OF THE 3rd QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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THE ACCREDITED ORGANIZATION BODY  
KSA-MS



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**Enclosure No. 3 to the Division Memo. HRDS No. \_\_\_\_\_, s. 2022**

**TOOLKIT**

**3<sup>rd</sup> QUARTER DIVISION HUMAN RESOURCE AND DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE)**

1. Scholarship (Internal and External)
  2. External Awarding-Giving Bodies
  3. SEAMEO INNOTECH
  4. TEC – Pre-Service Teaching
  5. Induction Program for Beginning Teachers (IPBT)
  6. NEAP Recognition and CPD Accreditation of Professional Development Programs (PDPs)
  7. NEAP Sim Registration and Updating PDIS Profile
  8. HRD Fund Utilization
- I. Program Implementation Progress
1. Present the S-Curve of the 3<sup>rd</sup> Quarter overall physical targets versus the accomplishment of identified programs. Financial utilization targets and accomplishments shall also be presented for the identified programs that have budget allocation for the Calendar Year.
  2. Present an updated overall financial utilization of the HRD fund vis-a-vis the Work and Financial Plan for the Calendar Year.
  3. Highlight programs or outputs that were delayed and explain causes of delay. Present catch-up plan for delayed programs and outputs.
  4. Highlight Most Significant Change Stories regarding the contribution of programs to the roles and responsibilities of teaching and non-teaching personnel in the Division.
- II. Overall Division Performance
1. Present, discuss and analyze the three-year (2020, 2021, 2022) data on the following:
    - a. Scholarship (Internal and External)
    - b. External Awarding-Giving Bodies
    - c. SEAMEO INNOTECH

LPO/SGOD-SEPS/DM- CONDUCT OF THE 3<sup>rd</sup> QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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- d. TEC – Pre-Service Teaching
  - e. Program for Beginning Teachers (IPBT)
  - f. NEAP Recognition and CPD Accreditation of Professional Development Programs (PDPs)
  - g. NEAP Sim Registration and Updating PDIS Profile
  - h. HRD Fund Utilization
2. Provide a comparative analysis of the data by gender, by municipality for provincial division, and by district for city division.
  3. Explain the increase or decrease trend
    - a. Significant Increase
      - i. If program recipients are increasing, what areas registered highest increase?
      - ii. What external factors contributed to such increase?
    - b. No significant Increase
      - i. Why is there no significant increase in the number of program recipients? What are the hindering external and internal factors?
    - c. Decrease
      - i. What are the programs with decreasing number of recipients?
      - ii. What are the external factors that contributed to the decrease in number of program recipients?
      - iii. What are the internal factors that contributed to the decrease in number of program recipients?
- III. Proposed Actions
1. What areas need focus and immediate solution based on the data presented?
  2. What actions or measures must be undertaken to mitigate the challenges and to sustain the programs?
  3. Present an action plan focusing on these areas following the template below.

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LPO/SGOD-SEPS/DM- CONDUCT OF THE 3rd QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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<b>Risk</b> (Based on the gaps identified in the different programs)	<b>Objective/s</b>	<b>Action to be Taken</b>	<b>Timeline</b>	<b>Responsible Person/s</b>	<b>Resources Needed</b>

LPO/SGOD-SEPS/DM- CONDUCT OF THE 3rd QUARTER DIVISION HUMAN RESOURCE DEVELOPMENT- CONNECTING, VERGING, AND GEARING UP TOWARDS EXCELLENCE (HRD-CONVERGENCE) /DSK-DIT DivMemo v3r0.0e01.11.21/September 12, 2022



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