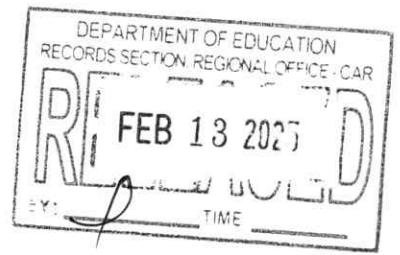




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



12 February 2025

**REGIONAL MEMORANDUM**

No. 108-2025

**ORIENTATION ON THE UTILIZATION OF THE HUMAN RESOURCE - LEARNING, INDUCTION, FORMATION, AND EXCELLENCE (HR LIFE)**

To: Assistant Regional Director  
All Schools Division Superintendents  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 002, s. 2015, titled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)" and DepEd Order No. 009, s. 2021 (Institutionalization of a Quality Management System) this Office, through the Human Resource Development Division (HRDD) and the Information and Communications Technology Unit (ICTU) shall conduct an **Online Orientation on the Utilization of HR LIFE** via **Microsoft Teams** on **March 06, 2025** at **8:30 AM to 3:00 PM**.
2. This activity aims to generate information that will support the analysis necessary for developing a Strategic Human Resource Development (HRD) Plan ensuring integrated and aligned implementation of HRD activities. Specifically, the activity intends to:
  - a. Systematically input and update workforce data, including employee status, position levels, educational attainment, and competency needs;
  - b. Utilize HR LIFE's digital tools to conduct job analysis and skills assessment, ensuring data-driven decision-making for HRD planning; and
  - c. Apply the system's features to generate reports that support the development of customized learning and development programs for non-teaching personnel.
3. Participants (Enclosure 1) to this activity shall be guided by the Indicative Schedule of Activities (Enclosure 2).
4. Should there be queries and/or clarifications, please contact Jumar B. Yago-an, ITO I-ICTU, Rosita C. Agnasi, OIC-HRDD or Lauren Likigan, SEPS-HRDD through email address at [car.hrdd@deped.gov.ph](mailto:car.hrdd@deped.gov.ph).
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director 

HRDD/RCA/LbL - RM Utilization of DepEd-CAR HRLIFE  
February 12, 2025



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Enclosure 1 to RM No. 108.2025

**List of Participants and Technical Working Group**

<b>A. Participants from SDOs</b>	<b>Position</b>	<b>Number</b>
Abra	SGOD Chief	5
Apayao	HRD SEPS and EPS II	5
Baguio City	Personnel AO IV	5
Benguet	ITO	5
Ifugao		5
Kalinga		5
Mt. Province		5
Tabuk City		5
Total Participants from SDOs		
<b>B. Technical Working Group</b>		
1. Estela P. Leon – Cariño EdD, CESO III	Regional Director	1
2. Ronald B. Castillo CESO V	Assistant Regional Director	1
3. Rosita Agnasi	OIC-HRDD	1
4. Jumar B. Yago-an	ITO I, ICTU (Resource Speaker)	1
5. Laureen Likigan	SEPS (Resource Speaker)	1
6. Dumas B. Aban	Administrative Officer IV	1

### Indicative Activity Schedule

Time	Topic	Objectives	Personnel In-Charge
8:30-9:00	Preliminaries		HRDD
9:00-9:30	Introduction to HR LIFE Phase 1: Profiling	- Explain HR LIFE's role in systematic employee profiling. - Highlight compliance with DepEd Memorandum No. 002, s. 2015 & DepEd Order No. 009, s. 2021.	HRDD
9:30-10:30	User Management & Account Creation	- Guide participants in <b>creating accounts</b> and setting up <b>user roles</b> . - Explain access levels	ICTU
10:30-10:45	Break		
10:45-11:30	Profiling via HR LIFE Using CSC Personal Data Sheet (PDS)	- Demonstrate how to input and update <b>PDS-based workforce data</b> in HR LIFE. - Enable participants to organize data by <b>employment status, position levels, eligibility, and competencies</b> .	Personnel
11:30-12:00	Interactive Q&A Session	- Address technical concerns and questions on <b>PDS encoding and profiling</b> .	
12:00-1:00	Lunch Break		
1:00 – 2:00 PM	Workshop: Hands-on Profiling & Report Generation	- Participants will practice encoding, updating, and generating reports using <b>HR LIFE</b> . - Each participant will complete a <b>sample workforce profile</b> using actual <b>PDS data</b> .	ICTU
2:00 – 3:00 PM	Presentation of the HR LIFE User Manual	- Provide a comprehensive walkthrough of the HR LIFE User Manual. - Ensure participants fully understand system functionalities and troubleshooting steps.	ICTU