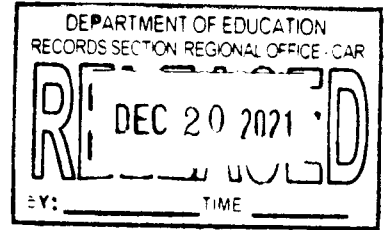




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



December 15, 2021

**REGIONAL MEMORANDUM**

No. 612.2021.

**YEAR-END REVIEW AND PERFORMANCE ASSESSMENT OF HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD) OF THE REGIONAL OFFICE (RO) AND SCHOOLS DIVISION OFFICES (SDOs)**

TO: Assistant Regional Director  
Regional Office Division Chiefs  
Schools Division Superintendents  
All Others Concerned

1. Relative to the need to continuously and systematically assess the progress of the implementation of Human Resource Development Division (HRDD) programs and projects to determine when the program is flowing in a way it was planned and when changes may be needed, the virtual year-end review and performance assessment of the Human Resource Development Division (HRDD) of both the Regional Office (RO) and the Schools Division Offices (SDOs) will be conducted on December 21, 2021 at 8:30 AM- 5:00 PM.
2. The activity is geared toward the following objectives, to wit:
  - a. Get updates per SDOs through presentation of periodic accomplishment aligned with Rewards and Recognition, Performance Management, and Induction Program.
  - b. Maintain open communication channels with the different SDO-HRDD throughout the year to ensure that performance is meeting expectations during the year and to keep every SDOs on target.
  - c. Provide continuing technical assistance to SDOs in enhancing perceived performance throughout the year and bring to light issues

HRDD/SILD



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that may contribute to or distract the division from achieving optimal performance.

- d. Synchronize HRDD-related activities per SDOs and align these to regional targets.
3. Participants to this two-day activity are RO HRDD personnel, Division HRD Senior Education Program Specialist (SEPS) and Education Program Specialist (EPS) per division.
  4. Participants are also advised to log in through the link **<https://meet.google.com/cmv-hurs-fva>** thirty minutes before the call time.
  5. Each SDO shall be given fifteen (15) minutes to present their respective accomplishments through power point presentation. For uniformity of presentations, please refer to the attached guide questions in Enclosure 1.
  6. For clarifications, please contact EPS Sasha Joseph L. Daganos of the Human Resource Development Division (HRDD) through mobile no. 09612499088.
  7. Immediate dissemination and strict compliance to this memorandum is directed.

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

**Enclosure 1**

**GUIDE QUESTIONS FOR THE PRESENTATION OF SDO  
ACCOMPLISHMENTS**

1. What are the activities implemented aligned with Rewards and Recognition, Performance Management, and Induction Program?

2. What are the strength and areas for improvement on the implementation HRDDs programs, projects, and activities?

3. What are the challenges encountered and resolutions provided on the implementation HRDDs programs, projects, and activities?

4. What are your ways forward? Give suggestions or interventions to improve delivery of HRDD programs, projects, and activities.