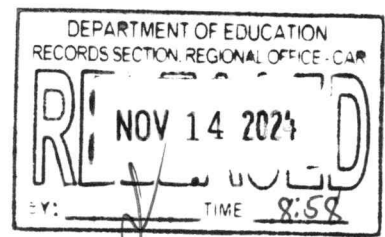




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



12 November 2024

REGIONAL MEMORANDUM

No. **814-2024**

**REGISTRATION AND 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 Technology Unit (ICTU) requests the **Registration of All Non-Teaching Personnel to the HR LIFE.**
2. The project, **Human Resource – Learning and Development, Induction after RSP, Formation through Performance Management, and Excellence through Rewards and Recognition** 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 gather data on competencies to customize learning and development programs for non-teaching personnel; and
 - b. utilize digital tools to collect, analyze, and manage HR data, enabling informed and strategic decisions to optimize human resource development initiatives.
3. The required information shall provide demographic data in the following areas:
 - a. Workforce Profile including Employee Status, Levels of Position and Salary Grade;
 - b. Educational Attainment and Field of Specialization;
 - c. Number of Years in DepEd vis-à-vis Number of Years in Current Position;
 - d. Job Analysis;
 - e. IPDP Needs and Skills Needs Assessment.
4. Enclosure 1 provides the procedures for the registration and profile updating.
5. Should there be queries and/or clarifications, please contact Jumar B. Yago-an, ITO I-ICTU, Rosita C. Agnasi, OIC-HRDD or Laureen Likigan, SEPS-HRDD through email address at car.hrdd@deped.gov.ph.
6. 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
November 12, 2024

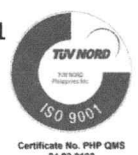


Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: yagoan@deped.gov.ph

<https://depedcar.ph>



Certificate No. PHP QMS
24 93 0192

Procedures in the Registration and Updating of HRLIFE Personnel Profile and Learning and Development Data

A. Registration

1. Fill up the registration form through <https://tinyurl.com/hrLIFEreg> from **November 13 to 29, 2024**
 2. A default password shall be sent to your email
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B. Personnel Profile Updating

1. Log-in with your DepEd CAR Portal account via <https://hrms.depedcar.ph/> from **December 1, 2024 to January 15, 2025**
 2. From the top menu, click on **Personnel Profile***
 3. Click on the **Edit** button to update the following:
 - a. Personal Details;
 - b. Employment Details;
 - c. Contact Details;
 - d. Family Background;
 - e. Educational Background;
 - f. Service Eligibility; and
 - g. Other Information.
 4. Click on **Save**.
 5. Preview and review your information by clicking on **Generate PDS**.
**This information is parallel to the CSC Personal Data Sheet (PDS), please ensure the accuracy to fervently support the data required in the PRIME-HRM indicators on relational data and established links between the four (4) HRM areas.*
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C. Updating the Learning and Development Data*

1. From the top menu, click on **L&D**
 2. In the left pane, select **Training Plan**
 3. From the expanded options, select **My Trainings**
 4. Select **Other Trainings (DepEd and Non-DepEd)**
 5. Click on **Add Other Training** and provide the following information:
 - a. Training title;
 - b. Inclusive Dates;
 - c. Number of Hours;
 - d. LND Type (Managerial/ Supervisory/ Technical); and
 - e. Provider.
 6. Select Save L&D to save and add more.
** In consideration of the timeline and targets, the data for inclusion in the L&D data shall cover CY 2021 to 2024.*
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