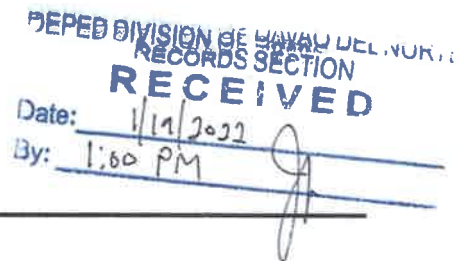




Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE



Office of the Schools Division Superintendent

January 18, 2022

DIVISION MEMORANDUM

No. 66, s. 2022

**Updating the Human Resource Development School and District Coordinators
Profile for CY 2022**

To: Assistant Schools Division Superintendent
Chief EPS of Curriculum Implementation Division
Chief EPS of School Governance and Operations Division
Public Schools District Supervisors
All Elementary and Secondary School Heads
All Concerned

1. The Human Resource Development (HRD) Unit of the Division is on the process of updating the School and District HRD Coordinators' Profile. Thus, requesting all elementary and secondary school heads to fill-in the needed information using the link below on or before **January 31, 2022**.

<https://bit.ly/22HRDCoorDavNor>

2. Also, all designated HRD Coordinators shall sign a Designation Letter which shall also be submitted on or before **January 31, 2022** subject for approval by the Schools Division Superintendent. It is highly encouraged that the term of designation as HRD Coordinators is one year subject to renewal.
3. All concerned are required to STRICTLY observe the health protocols as prescribed by the Inter-Agency Task Force (IATF) on Covid 19 during this pandemic. Further, all is also encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
4. Immediate dissemination of and compliance with this memorandum are directed.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

Date

To: **Name of Teacher**
Position Title
Name of School
Name of District

In the exigency of the service you are hereby designated as the **School/District** Human Resource Development Coordinator for school year 2022 - 2023 in addition to your regular teaching loads. This designation is renewable every school year depending on your performance and accomplishments.

You are expected to perform the duties and responsibilities attached to your designation and such other related function as may be assigned.

This designation does not carry with it any additional remuneration nor priority in promotion.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

Conforme:

Name of Teacher
Signature over Printed Name

Name of School Head
Signature over Printed Name

