



DEPARTMENT OF EDUCATION  
GOVERNANCE AND OPERATIONS  
BUREAU OF HUMAN RESOURCE  
AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

OM-GO-2016-BHROD-HROD-003

FOR : Regional Directors  
Bureau Directors / Service Directors  
Schools Division Superintendent

SUBJECT : Professional Development Programs for  
DepED HR Practitioners and Facilitators

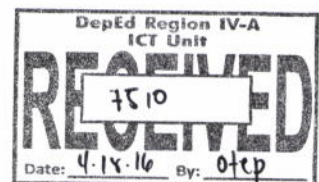
DATE : 13 April 2016

*To: DSS  
For your appropriate  
action please.  
Mark J. Dela Cruz  
18 Apr 2016*

1. The Department of Education through the Bureau of Human Resource and Organizational Development (BHROD) will be offering professional development to DepED personnel through enrollment in the certificate courses offered by Ateneo Center for Organization Research and Development (Ateneo CORD) Manila.
2. The Regional Office, Bureau and each Schools Division Office (SDO) should submit one (1) representative for each course noting the requirements in the attached sheet (Annex 1) on or before **May 6, 2016**.
3. Nominated representatives are expected to comply with the course requirements and prepare action plan in order to finish the program.
4. The courses will be held at Ateneo De Manila University Manila and this is a live out training. All participants are expected to process their cash advances for their expenses while on training. Registration process, course description, pre-work requirements and accommodation listings inside the university is also attached.
5. Course fees for the program will be shouldered by Basic Education Sector Transformation (BEST) while accommodation, plane tickets, transportation, per diems and other incidental expenses shall be charged to local funds.
6. Should you have queries and/or clarifications, please contact **Mr. Allan Jerome Gutierrez** at telephone numbers **(02) 470-6630** or via email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).
7. For your information and appropriate action

*Ma. Lourdes D. Pantoja*  
**MA. LOURDES D. PANTOJA**  
Director IV  
Bureau of Human Resource and  
Organizational Development

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## CERTIFICATE COURSES

<b>Certificate in Talent Management</b>
<b>DATE:</b> May 10-13, 2016
<b>DESCRIPTION:</b> This is a 4-day course designed to help participants align Business and HR practices into an end to end process that manages the key talents of the company.
<b>PREFERRED PARTICIPANTS:</b> Directors Schools Division Superintendent/Assistant Schools Division Superintendent Division Chief/ Assistant Chief or Unit head
<b>MODULES:</b>
<p><b>Module I: Business Strategy</b> Participants will analyze the business strategy of their organization by determining the type of positioning the organization is taking in its market and understanding the various external factors affecting them.</p> <p><b>Module II: Human Capital Strategy</b> This module will help one determine the organizational competencies that the company is prioritizing by identifying key thrusts, metrics, and culture required to achieve the strategic goals.</p> <p><b>Module III: The Six P's</b></p> <ul style="list-style-type: none"> <li>• Predict: Participants will learn about creating workforce plans that will help identify the right organization structure, identify criteria to determine key talents and critical roles in the organization that will help achieve the strategy optimally.</li> <li>• Profile: This module entails determining the competencies required in the critical role alongside the baseline proficiency levels required for each competency. Thus identifying competency gaps as well.</li> <li>• Prefer: Through a succession planning model, participants will learn to assess their talents by determining what roles to "buy, build or borrow." Thus defining what internal and external resources will be needed. How to recruit and onboard "new talent" will also be discussed.</li> <li>• Prepare: Participants will learn how to assess their "new talents" by analyzing their aspiration and commitment level and if they are aligned with the competencies. They will also learn how to define and execute development plans. By tracking progress and providing feedback in development, will be able to assess the readiness level to assume new position.</li> <li>• Propel: This module involves setting performance objectives, defining performance support, ongoing learning and development needs and feedback mechanisms.</li> <li>• Process: In this module, participants learn how to monitor, assess and reward performance.</li> </ul>

<b>Certificate Course in Competency Based HR</b>
<b>DATE:</b> May 23-26, 2016
<b>DESCRIPTION:</b> This four-day program is designed to develop the HR practitioner's skills in identifying and defining competencies, and utilizing these as foundations for developing competency-based HR programs and systems
<b>PREFERRED PARTICIPANTS:</b> Chief or Assistant Chief Personnel Officer, HRD SEPS
<b>MODULES:</b>
<b>Module I: Competency-Based HRM</b>

This introductory module orients participants on the use of competencies in human resource management which covers the process of identification and definition of core and functional competencies and leveling of competencies. How to use different approaches to identifying core competencies will be explored by the participants

**Module II: Competency-Based Selection**

This module focuses on how participants can assess competencies with the use of competency-based interviews and assessment centers for the selection of job applicants/candidates.

**Module III: Competency-Based Performance Management System**

This module presents to the participants how competencies are linked to performance management and the different approaches to using competencies in the performance management system

**Module IV: Competency-Based Training and Development**

This module involves the participants in developing competency-based training and development plans. Moreover, participants will learn how to anchor career development plans on competencies

**Module V: Competency-Based Rewards**

This module presents to the participants how competencies are linked to compensation and rewards.

**Module VI: Development Competency-Driven Cultures**

This final module wraps up the program with a description of the characteristics of a competency driven culture and how this formed. To better manage the new culture, the participants will be guided in identifying the barriers and drivers to building a competency-based culture.

**ARRIVAL and ACCOMMODATION**

COURSE	TRAVEL TIME	TRAINING DATES
Certificate in Talent Management	May 9, 2016	May 10-13, 2016
Certificate Course in Competency Based HR	May 22, 2016	May 23-26, 2016

**Venue:** Ateneo Cord Building (Gate 3 Admin Campus)

**Address:** Ateneo de Manila, University (Katipunan Road, Loyola Heights, Quezon City, 1108 Metro Manila)

**Registration:** Please send your confirmation of participation through [www.tinyurl.com/deped.certificatecourses](http://www.tinyurl.com/deped.certificatecourses) three days before the training.

**Accommodation:** Below is the listing of Accommodation inside and nearby place of the university. We initially pencil-hooked three (3) rooms for DepED participants but please directly make necessary reservation of your accommodation prior your arrival to them.

1. Ateneo Institute of Social Order (ISO) Residence Hall  
<https://www.facebook.com/ISO.facilities>

Social Development Complex Ateneo de Manila University, Loyola Heights, Quezon City  
Contact nos. (632) 4266001 ext. 4831, 426-6134, 426-5989 or  
Fax no. (632) 426-5951  
Email: [isofacilities@gmail.com](mailto:isofacilities@gmail.com)  
Contact Person: Ms. Jean Maneja

- Per person rate: • P400.00 per person per day (Non-aircon room)  
• P700.00 per person per day (Aircon room)  
Per room rate: • P2,100 per day for maximum 4 persons (Aircon room)  
• P3,600 per day for maximum 7 persons (Aircon room)  
• P4,600 per day for maximum 9 persons (Aircon room)

## 2. MIRIAM College Residence Hall

<http://www.mc.edu.ph/Campus/ResidenceHall.aspx>

The Miriam College Residence Hall is the school's on-campus dormitory that can house as many as 130 students and guests. This four-story facility has two residential clusters—15 rooms located on the first two floors are for conference/workshop guests and 16 rooms on the 3rd and 4th floors are for students.

For inquiries and reservations, contact Ms. Ellen Nepomuceno at:  
Trunkline: (+63 2) 580-5400 extension number 1094  
Direct Line: (+63 2) 434-6946  
Email: [enepomuceno@mc.edu.ph](mailto:enepomuceno@mc.edu.ph)

## 3. 47 East

<http://47east.streloggly.com/#home>  
47 Esteban Abada St, Quezon City, Metro Manila, Pilipinas  
Direct Line: 4260189 / 4260163  
Email: [info@47east.ph](mailto:info@47east.ph)

Classified as a Luxury Housing Facility by one of the top universities, having received a 3-star rating  
Includes Wi-Fi  
24-hour security  
Transient Rate: P850/day

\*\*We highly recommend the Ateneo Institute of Social Order (ISO) Residence Hall since it's just across of the training room and you don't need to spend time and money for your transportation everyday ☺

### PRE-WORK REQUIREMENTS

You need to accomplish three (3) surveys before our training. All participants must answer all the surveys. Please forward to the above email add the accomplished surveys by Friday, May 6, if possible.

You may access the survey forms at [www.tinyurl.com/cordfal](http://www.tinyurl.com/cordfal)

In the page, CLICK "FILE" (upper left) then click "DOWNLOAD AS" Microsoft excel then save it on your drive. You can just highlight your answers and save the files using your names and send to [calona@ateneo.edu](mailto:calona@ateneo.edu).

If you require any additional information please do not hesitate to contact us:

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