



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal



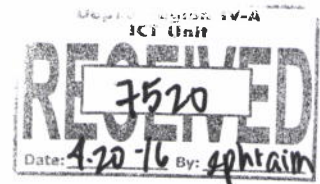
REGIONAL MEMORANDUM

NO. 112 s. 2016

0005523

To : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

From : 
DIOSDADO M. SAN ANTONIO
Director IV



Subject : **Professional Development Programs for DepEd HR Practitioners and Facilitators**

Date : April 20, 2016

Per DepEd Memorandum OM-GO-2016-BHROD-HRDD-003 dated April 13, 2016 on Professional Development Programs for DepEd HR Practitioners and Facilitators, a live out training is offered by Ateneo Center for Organization Research and Development (Ateneo CORD) to be held at Ateneo De Manila University Manila with the following Course Offerings and date of trainings:

1. Certificate in Talent Management - May 10-13, 2016
2. Certificate Course in Competency Based HR - May 23-26, 2016

In this regard, this Office advises all Schools Division Superintendents to submit one (1) nominee for each course noting the requirements indicated in the attached sheet (Annex 1) on or before May 2, 2016. Please see also the attached template (Annex 2) for the format of the nomination form.

Immediate dissemination of and appropriate action for this Memorandum is desired.



Email: region4a@deped.gov.ph Tel.: (02) 682-1169 Website: depedcalabarzon.ph
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APPLICATION PROCESS

1. The Regional Office, Bureau, Service and each Schools Division Office (SDO) shall nominate one (1) representative for each course.
2. The Division, Regional, Bureau, Service office should submit a endorsement letter to BHROD with the following attachment:
 - a. Personal Data Sheet (PDS)
 - b. Statement of Duties and Responsibilities
 - c. Service Record
3. Nominees/Representative will be screened and shortlisted by Central Office. Once, selected they will be notified accordingly. They are expected to comply with the course requirements and prepare action plan in order to finish the program.
4. Nominees who received notification of their acceptance to the course must register through www.tinyurl.com/deped_certificatecourses three days before the training.
5. For clarification or inquiries please contact Mr. Allan Jerome Gutierrez or Ms. Cecille Anyayahan at telephone numbers (02) 470-6630.

COURSE DESCRIPTION

CERTIFICATE COURSES

Certificate in Talent Management
DATE: May 10-13, 2016
DESCRIPTION: 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.
PREFERRED PARTICIPANTS: Directors Schools Division Superintendent/Assistant Schools Division Superintendent Division Chief/ Assistant Chief or Unit head
MODULES: Module I: Business Strategy 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. Module II: Human Capital Strategy 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. Module III: The Six P's • 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.

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Module III: The Six P's
<ul style="list-style-type: none"> • 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 • 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. • 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. • 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. • Propel: This module involves setting performance objectives, defining performance support, ongoing learning and development needs and feedback mechanisms. • Process: In this module, participants learn how to monitor, assess and reward performance.

Certificate Course in Competency Based HR
DATE: May 23-26, 2016
DESCRIPTION: 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
PREFERRED PARTICIPANTS: Chief or Assistant Chief Personnel Officer, HRD SEPS
MODULES:
Module I: Competency-Based HRM

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 on how the 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 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/ISOfacilities>



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Annex 2

Name	Training Course	Schools Division Office	Contact Number
1.			
2.			



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