



# DepEd – DIVISION OF QUEZON

Sitio Fon, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

July 27, 2020

## DIVISION MEMORANDUM DM No. 187, s. 2020

### DIVISION HUMAN RESOURCE MANAGEMENT: AN ONLINE SURVEY

**To:** Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, Elementary and Secondary School Heads, Teachers and All Concerned

1. In support to the continuity of the implementation and operation of the **"Program to Institutionalize Meritocracy and Excellence in Human Resource Management or PRIME-HRM"** which aims to elevate the human resource management to a level of excellence, this Office through the Human Resource Training and Development announces the conduct of an **online survey on the Division Human Resource Management (HRM)**.
2. The said initiative aims to ensure the provision of relevant and adequate learning and development programs among its employees through gathering relevant and accurate information pertaining to their overall human resource management experience focusing mainly on the four core systems of PRIME-HRM such as learning and development (L&D), recruitment, selection, placement, and induction (RSPI), performance management (PM) and rewards and recognition (R&R).
3. In relation to this, **all field personnel including the school heads, teachers and non-teaching personnel** are advised to fill out the online survey form through the google link.
4. See **Enclosure No. 1** for the list of links assigned per district.
5. **Filling out of the form** shall be done **on or before August 07, 2020**. All links shall be closed at 11:59 p.m. on the same date.
6. Please be advised that the results of the online survey will serve as reference in the adjustment and initiation of measures to improve technical competencies, core behavioral and core competencies of all field employees. This will also serve as input in providing appropriate L&D interventions to produce more competent and proficient teaching, teaching-related and non-teaching personnel. The survey results will further serve as guide in crafting the Division succession plan.
7. Immediate and widest dissemination of this Memorandum is desired.

  
**CATHERINE P. TALAVERA, CESO V**  
Schools Division Superintendent

hrdmgd07/27/2020

DEPEDQUEZON-TM-SDS-04-009-002

Email address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

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DEPED - QUEZON  
ICT UNIT  
U P L O A D E D

Date: **JULY 28, 2020**  
By: **Cristell 7:10 P.M.**  
Ref. No.: **DM 187, S. 2020**



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### DIVISION HUMAN RESOURCE MANAGEMENT: AN ONLINE SURVEY

#### Assigned Links Per District

No	District	Link
1	BURDEOS	<a href="http://tinyurl.com/HRMBURDEOS">tinyurl.com/HRMBURDEOS</a>
2	GENERAL NAKAR I	<a href="http://tinyurl.com/HRM-NAKAR1">tinyurl.com/HRM-NAKAR1</a>
3	GENERAL NAKAR II	<a href="http://tinyurl.com/HRM-NAKAR2">tinyurl.com/HRM-NAKAR2</a>
4	INFANTA	<a href="http://tinyurl.com/HRMINFANTA">tinyurl.com/HRMINFANTA</a>
5	LUCBAN	<a href="http://tinyurl.com/HRMLUCBAN">tinyurl.com/HRMLUCBAN</a>
6	MAUBAN NORTH	<a href="http://tinyurl.com/HRMMAUBANNORTH">tinyurl.com/HRMMAUBANNORTH</a>
7	MAUBAN SOUTH	<a href="http://tinyurl.com/HRMMAUBANSOUTH">tinyurl.com/HRMMAUBANSOUTH</a>
8	PAGBILAO I	<a href="http://tinyurl.com/HRMPAGBILAO1">tinyurl.com/HRMPAGBILAO1</a>
9	PAGBILAO II	<a href="http://tinyurl.com/HRMPAGBILAO2">tinyurl.com/HRMPAGBILAO2</a>
10	PANUKULAN	<a href="http://tinyurl.com/HRMPANUKULAN">tinyurl.com/HRMPANUKULAN</a>
11	PATNANUNGAN	<a href="http://tinyurl.com/HRMPATNANUNGAN">tinyurl.com/HRMPATNANUNGAN</a>
12	JOMALIG	<a href="http://tinyurl.com/HRMJOMALIG">tinyurl.com/HRMJOMALIG</a>
13	POLILLO	<a href="http://tinyurl.com/HRMPOLILLO">tinyurl.com/HRMPOLILLO</a>
14	REAL	<a href="http://tinyurl.com/HRMREAL">tinyurl.com/HRMREAL</a>

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15	SAMPALOC	<a href="http://tinyurl.com/HRMSAMPALOC">tinyurl.com/HRMSAMPALOC</a>
16	CANDELARIA EAST	<a href="http://tinyurl.com/HRMCANDELARIAEAST">tinyurl.com/HRMCANDELARIAEAST</a>
17	CANDELARIA WEST	<a href="http://tinyurl.com/HRMCANDELARIAWEST">tinyurl.com/HRMCANDELARIAWEST</a>
18	DOLORES	<a href="http://tinyurl.com/HRMDOLORES">tinyurl.com/HRMDOLORES</a>
19	SAN ANTONIO	<a href="http://tinyurl.com/HRMSANANTONIO">tinyurl.com/HRMSANANTONIO</a>
20	SARIAYA EAST	<a href="http://tinyurl.com/HRMSARIAYAEAST">tinyurl.com/HRMSARIAYAEAST</a>
21	SARIAYA WEST	<a href="http://tinyurl.com/HRMSARIYAWEST">tinyurl.com/HRMSARIYAWEST</a>
22	TIAONG I	<a href="http://tinyurl.com/HRMTIAONG1">tinyurl.com/HRMTIAONG1</a>
23	TIAONG II	<a href="http://tinyurl.com/HRMTIAONG2">tinyurl.com/HRMTIAONG2</a>
24	BUENAVISTA I	<a href="http://tinyurl.com/HRMBUENAVISTA1">tinyurl.com/HRMBUENAVISTA1</a>
25	BUENAVISTA II	<a href="http://tinyurl.com/HRMBUENAVISTA2">tinyurl.com/HRMBUENAVISTA2</a>
26	CATANAUAN I	<a href="http://tinyurl.com/HRMCATANAUAN1">tinyurl.com/HRMCATANAUAN1</a>
27	CATANAUAN II	<a href="http://tinyurl.com/HRMCATANAUAN2">tinyurl.com/HRMCATANAUAN2</a>
28	GEN. LUNA	<a href="http://tinyurl.com/HRMGENLUNA">tinyurl.com/HRMGENLUNA</a>
29	MACALELON	<a href="http://tinyurl.com/HRMMACALELON">tinyurl.com/HRMMACALELON</a>
30	MULANAY I	<a href="http://tinyurl.com/HRMMULANAY1">tinyurl.com/HRMMULANAY1</a>
31	MULANAY II	<a href="http://tinyurl.com/HRMMULANAY2">tinyurl.com/HRMMULANAY2</a>

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32	PADRE BURGOS	<a href="http://tinyurl.com/HRMPADREBURGOS">tinyurl.com/HRMPADREBURGOS</a>
33	AGDANGAN	<a href="http://tinyurl.com/HRMAGDANGAN">tinyurl.com/HRMAGDANGAN</a>
34	PITOGO	<a href="http://tinyurl.com/HRMPITOGO">tinyurl.com/HRMPITOGO</a>
35	SAN ANDRES	<a href="http://tinyurl.com/HRMSANANDRES">tinyurl.com/HRMSANANDRES</a>
36	SAN FRANCISCO I	<a href="http://tinyurl.com/HRMSANFRANCISCO1">tinyurl.com/HRMSANFRANCISCO1</a>
37	SAN FRANCISCO II	<a href="http://tinyurl.com/HRMSANFRANCISCO2">tinyurl.com/HRMSANFRANCISCO2</a>
38	SAN NARCISO I	<a href="http://tinyurl.com/HRMSANNARCISO1">tinyurl.com/HRMSANNARCISO1</a>
39	SAN NARCISO II	<a href="http://tinyurl.com/HRMSANNARCISO2">tinyurl.com/HRMSANNARCISO2</a>
40	UNISAN	<a href="http://tinyurl.com/HRMUNISAN">tinyurl.com/HRMUNISAN</a>
41	ALABAT	<a href="http://tinyurl.com/HRMALABAT">tinyurl.com/HRMALABAT</a>
42	ATIMONAN I	<a href="http://tinyurl.com/HRMATIMONAN1">tinyurl.com/HRMATIMONAN1</a>
43	ATIMONAN II	<a href="http://tinyurl.com/HRMATIMONAN2">tinyurl.com/HRMATIMONAN2</a>
44	CALAUAG EAST	<a href="http://tinyurl.com/HRMCALAUAGEAST">tinyurl.com/HRMCALAUAGEAST</a>
45	CALAUAG WEST	<a href="http://tinyurl.com/HRMCALAUAGWEST">tinyurl.com/HRMCALAUAGWEST</a>
46	GUINAYANGAN NORTH	<a href="http://tinyurl.com/HRMGUINAYANGANNORTH">tinyurl.com/HRMGUINAYANGANNORTH</a>
47	GUINAYANGAN SOUTH	<a href="http://tinyurl.com/HRMGUINAYANGANSOUTH">tinyurl.com/HRMGUINAYANGANSOUTH</a>
48	GUMACA EAST	<a href="http://tinyurl.com/HRMGUMACAEAST">tinyurl.com/HRMGUMACAEAST</a>

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49	GUMACA WEST	<a href="http://tinyurl.com/HRMGUMACAWEST">tinyurl.com/HRMGUMACAWEST</a>
50	LOPEZ EAST	<a href="http://tinyurl.com/HRMLOPEZEAST">tinyurl.com/HRMLOPEZEAST</a>
51	LOPEZ WEST	<a href="http://tinyurl.com/HRMLOPEZWEST">tinyurl.com/HRMLOPEZWEST</a>
52	PEREZ	<a href="http://tinyurl.com/HRMPEREZ">tinyurl.com/HRMPEREZ</a>
53	PLARIDEL	<a href="http://tinyurl.com/HRMPLARIDEL">tinyurl.com/HRMPLARIDEL</a>
54	QUEZON	<a href="http://tinyurl.com/HRMQUEZON">tinyurl.com/HRMQUEZON</a>
55	TAGKAWAYAN I	<a href="http://tinyurl.com/HRMTAGKAWAYAN1">tinyurl.com/HRMTAGKAWAYAN1</a>
56	TAGKAWAYAN II	<a href="http://tinyurl.com/HRMTAGKAWAYAN2">tinyurl.com/HRMTAGKAWAYAN2</a>

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## DIVISION HUMAN RESOURCE MANAGEMENT: AN ONLINE SURVEY

Human resource is considered the heart of an organization. Recognizing the valuable contribution of human resources in the success of an organization, the Department of Education – Division of Quezon ensures the provision of relevant and adequate learning and development programs among its employees. This is to guarantee that these most valuable assets have access to critical information and applications to enhance their knowledge, skills and attitudes in performing their functions effectively.

As an initiative to ensure the relevance and adequacy of learning and development programs provided among employees in the DepEd-Division of Quezon, this Office through the Human Resource Training and Development (HRTD) has designated this online survey to gather relevant and accurate information about the human resource management experience of each personnel.

Primarily, this survey questionnaire is for all teaching, teaching-related and non-teaching personnel in the DepEd – Division of Quezon. The result of this online survey will serve as reference of the Division Office to adjust and initiate measures to improve technical competencies, core behavioral and core competencies of all employees. This will also serve as input in providing appropriate L&D interventions to produce more competent and proficient teaching and non-teaching personnel.

### INSTRUCTION:

Complete carefully all the required fields. Ensure the accuracy of information you will supply. Indicate N/A (not applicable) for items not suited to you.

[Next](#)

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# DIVISION HUMAN RESOURCE MANAGEMENT: AN ONLINE SURVEY

\* Required

## PRIVACY NOTICE:

By filling out this form, you are giving permission to the DepEd-Division of Quezon to use your personal information primarily for the purpose stated above. We shall consider the sensitivity of this information with the intention of protecting your credibility and integrity in the workplace. We fully recognize the venue of privacy as an individual, particularly as the data collected may include sensitive personal information. Rest assured that your information is protected, both online and offline.

I agree to the Privacy Notice

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# DIVISION HUMAN RESOURCE MANAGEMENT: AN ONLINE SURVEY

\* Required

## PERSONAL INFORMATION

NAME (SURNAME, FIRST NAME, M.I.) \*

Your answer

Age \*

Your answer

Sex Assignment \*

Choose ▼

Civil Status \*

Choose ▼

Contact Number \*

Your answer

Email Address \*

Your answer

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Major/ Specialization (Indicate N/A if not applicable.)

Baccalaureate degree (Please specify): \*

Your answer

Post-baccalaureate degree graduate (Master's degree) (Please specify): \*

Your answer

Doctoral degree (Please specify): \*

Your answer

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EMPLOYMENT INFORMATION

Work Station/School (current employment) (Please specify) \*

Your answer

District (current employment) (Please specify) \*

Your answer

Position Title (current employment) (Please specify) \*

Your answer

# DIVISION HUMAN RESOURCE MANAGEMENT: AN ONLINE SURVEY

\* Required

## EDUCATIONAL BACKGROUND

Highest Educational Attainment \*

Choose

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Status of Employment \*

Choose ▼

Date of Appointment \*

Date

dd/mm/yyyy 📅

Years in Service \*

Your answer

Date of Last Promotion \*

Date

dd/mm/yyyy 📅

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## LEARNING AND DEVELOPMENT (L&D)

This refers to processes and mechanisms for building competencies and developing potentials of staff, leaders and teams to ensure that the school has the competent and engaged workforce it needs.

L&D program availed in the last three (3) years \*

	None	Once	Twice	Thrice	More than thrice
Competency Enhancement Program	<input type="checkbox"/>				
GAD-related Program	<input type="checkbox"/>				
Employees Welfare Program	<input type="checkbox"/>				
Quality Management System Program	<input type="checkbox"/>				
Research-related Program	<input type="checkbox"/>				
Human Resource-related Program	<input type="checkbox"/>				



Human Resource-related  
Program

Management/Leadership  
Program

ICT-related Program

Environmental-related  
Program

Disaster Risk Reduction  
Program

For more information please see attached Council Memorandum

Review For DepEds' School Rank on August 8, 2020 (Saturday) 9:00 a.m. to 12:00 p.m.

The Board of the Philippines DepEd Council announces the list of schools to

DATE: July 30, 2020

SUBJECT: Activity Board of Review For DepEds' School Rank

Schools Division Superintendent

FROM: DIVISION SUPERVISOR

All Office Concerned

Division and secondary school heads

Coordinating Officers

TO: Schools Division Supervisors

UNIVERSAL MEMORANDUM



DepEd - DIVISION OF DEPED



### Learning and Development Priority Needs \*

	Highly Needed	Moderately Needed	Less Needed	Not Needed
Competency Enhancement Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GAD-related Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees Welfare Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Management System Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research-related Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource-related Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management/Leadership Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT-related Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ICT-related Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental-related Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disaster Risk Reduction Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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## REWARDS AND RECOGNITION

This refers to processes and mechanisms for valuing contributions of individual and work units and recognizing excellent performance an achievement of work targets in pursuing the DepEd's mandate.

Awards and recognitions received in the last three (3) years \*

	None	Nominee	Finalist	Awardee/Winner
School Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
District Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Division Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

International  
Level

Barangay  
Awards

Municipal or City  
Government  
Awards

Provincial  
Government  
Awards

Scholarship grants acquired for the last three (3) years (Please specify) \*

Your answer

\_\_\_\_\_

## PERFORMANCE MANAGEMENT

This refers to processes and mechanisms for improving and sustaining performance of individuals and work units and aligning this with the school's performance goals.

Competency Assessment Results (This is a self-assessment of your competencies which include core behavioral skills, core skills and technical skills. Refer to your previous OPCR/IPCRF.) \*

Choose 

IPCRF Rating (FY 2019 or SY 2019 - 2020) \*

Choose 

Scholarship grants acquired for the last three (3) years (Please specify) \*

Your answer

Scholarship grants acquired for the last three (3) years \*

	None	Less than one year	One year	More than two years
Local	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foreign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Performance Interventions (This refers to learning and development strategies that facilitate your performance. You may choose more than one strategy as applied to your experience. ) \*

- Skills development training (soft and hard skills)
- Mentoring and Coaching
- Team Building Activities
- Benchmarks and Exposure Activities
- Job-Embedded Learning/ Work Application
- None

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## RECRUITMENT, SELECTION, PLACEMENT AND INDUCTION

This refers to the processes and mechanisms for attracting, screening, selecting and on-boarding the right person in the right job at the right time to support school's performance.

### Me and My Job \*

	Highly oriented	Moderately Oriented	Less oriented	Not oriented
As to Job orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Me and My Job \*

	Highly satisfied	Moderately satisfied	Less satisfied	Not satisfied
As to Job Satisfaction Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Me and My Job \*

	Happy	Sad	Confused	Anxious	Angry
Feelings toward work	<input type="checkbox"/>				

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## Succession Planning

Identify the next higher position you aspire for. Entrust this information so that we will know how we can help you achieve it.

Desired next higher position (Please specify) \*

Your answer

---

Readiness to assume the desired next higher position \*

Choose ▼

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# DIVISION HUMAN RESOURCE MANAGEMENT: AN ONLINE SURVEY

\* Required

## Career Development

I am very much willing to be ... \*

- trained to further improve my competencies and perform my tasks better.
- assigned to another line of work.
- mentored to follow the footsteps of my predecessor.

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## COMMENTS AND SUGGESTIONS

In this portion, you are free to write constructively anything that will help you grow and develop in terms of profession and career in the Department of Education – Division of Quezon. We are ready to listen to you.

Comments (Write here your comments/observations in the Human Resource Learning and Development which need some improvements.)

Your answer

Suggestions (Write here the suggestions that you want to offer in relation to your comments and observations identified.) \*

Your answer

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Submit