



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

06 April 2021

DIVISION MEMORANDUM
DM No. 188, s. 2021

**CONDUCT OF COMPETENCY-BASED HUMAN RESOURCE (CBHR) PROGRAM
E-LEARNING COURSES**

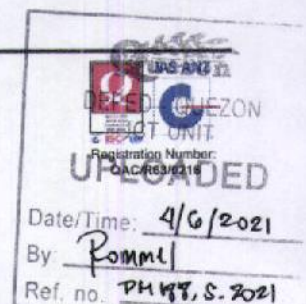
To: OIC-Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors and Specialists
Division Section/Unit Heads
Public Schools District Supervisors
All Concerned

1. In support to the **Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)** which aims to elevate public sector human resource management to a level of excellence, this Office will hold its **Competency-Based Human Resource (CBHR) Program E-Learning Courses**. The conduct of this activity specifically aims the following:
 - a. Develop respective organization's competency framework, competency model and employees' profiling of competencies;
 - b. Emphasize the use of competency-based tools for the organization's competency assessment program; and
 - c. Integrate the organization's competency-based job description aligned with the qualification standards set by the CSC.
2. The courses will be facilitated using an online platform by the **Civil Service Commission-Civil Service Institute (CSC-CSI)**.
3. Participants to this activity are **select SDO personnel**. Please see **Enclosure No. 1**.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Please be guided with the following schedules of the said activity.

Courses	Schedule
Competency Modelling and Profiling	April 13 – 16, 2021 April 20 -23, 2021
Development of Qualification Standards and Job Description	May 3 – 7, 2021 May 10 – 12, 2021
Competency Assessment	June 1 – 4, 2021 June 8 – 11, 2021
Integration of Human Resource System	July 5 – 9, 2021
Coaching Sessions	May 17, 2021 May 31, 2021 June 28, 2021 July 19, 2021

5. All participants must ensure 100% attendance all throughout the session. Participants are also advised to access the meeting link **15 minutes before the activity proper**. Meeting link shall be sent through the official group chat of the Division Office personnel.
6. Food and other incidental expenses will be charged against Division MOOE fund subject to the usual accounting and auditing rules and regulations.
7. Widest dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure No. 1

Participants For Competency-Based E-Learning Courses

Name	Current Position	Email Address
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