



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

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24 August 2021

**DIVISION MEMORANDUM**

DM No. 607, s. 2021

**REQUESTED DATA FOR HUMAN RESOURCE DEVELOPMENT (HRD)  
TRACKING SYSTEM**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors and Specialists  
Division Section/Unit Heads  
Public Schools District Supervisors  
Secondary and Elementary School Heads  
Non-Teaching Personnel  
All Others Concerned

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1. In relation to the **Human Resource Development (HRD) Trackers** issued by the School Governance and Operations Division through the HRD Section, it is reiterated in this Memorandum that the requested data through the **Tracker Forms** provided **shall solely be used as valid and real-time source of information in the implementation of various programs and activities in the Schools Division**. The same will also serve as **reference in determining potential participants** in the **professional development programs** offered by the NEAP-CALABARZON and other External Learning Service Providers (ELSPs).
2. This Memorandum further reiterates that **pertinent information** gathered through the HRD trackers **will be kept confidential and other fundamental information will be secured and protected in compliance with Data Privacy Act of 2012**.
3. Relative to the requested data for HRD Tracking System, all Districts through their Public Schools District Supervisors (PSDSs) and District Learning and Development (L&D) Coordinators are well-appreciated with their immediate compliance to the said request.
4. However, those Districts which have not complied yet with the requested data in the HRD Trackers are still requested to fill out the Forms provided below until **September 10, 2021**.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

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HRD Tracker Links	
<a href="http://tinyurl.com/HRDStaff-Tracker">tinyurl.com/HRDStaff-Tracker</a>	To be filled out by the District L&D Coordinators
<b>Congressional District 1:</b> <a href="http://tinyurl.com/1stHRD-ET">tinyurl.com/1stHRD-ET</a>	To be filled out by all school-based personnel in the 1st Congressional District (nationally-funded only)
<b>Congressional District 2:</b> <a href="http://tinyurl.com/2ndHRD-ET">tinyurl.com/2ndHRD-ET</a>	To be filled out by all school-based personnel in the 2nd Congressional District (nationally-funded only)
<b>Congressional District 3:</b> <a href="http://tinyurl.com/3rdHRD-ET">tinyurl.com/3rdHRD-ET</a>	To be filled out by all school-based personnel in the 3rd Congressional District (nationally-funded only)
<b>Congressional District 4:</b> <a href="http://tinyurl.com/4thHRD-ET">tinyurl.com/4thHRD-ET</a>	To be filled out by all school-based personnel in the 4th Congressional District (nationally-funded only)

5. Immediate dissemination of this Memorandum is highly desired.

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

DEPED - QUEZON ICT UNIT
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