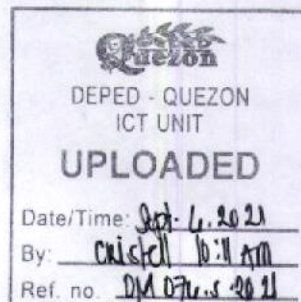




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



01 September 2021

**OFFICE MEMORANDUM**  
OM No. 074, s. 2021

**REITERATION ON THE SCHEDULE OF ACTIVITIES FOR COMPETENCY-BASED  
HUMAN RESOURCE SYSTEM (CBHRS)**

**To:** OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Sections Heads  
Education Program Supervisors  
Education Program Specialists  
Public Schools District Supervisors  
Division Office Personnel  
All Others Concerned

In line with the Competency-Based Human Resource System (CBHRS) Courses attended by selected Schools Division Office (SDO) personnel, this Office through the Human Resource Development (HRD) Section in collaboration with the Personnel Section, reiterates the **schedule of activities for CBHRS**. Please see Enclosure No. 1 for reference.

All members of the CBHRS core groups are advised to religiously follow the schedule to ensure its completion prior to the target **date of submission of the CBHRS Manual** to the Civil Service Commission - Civil Service Institute (CSC-CSI). Select members are also advised to coordinate with their Core Group leader on their plans for the identified activities in the CBHRS. Please see Enclosure No. 2 for the CBHRS Core Group members.

In addition, all Core Group leaders and members are expected to attend the synchronous CBHRS activity on **September 22-24, 2021** for the presentation and finalization of the assigned competency tables. Venue of the said activity will be announced through a separate Memorandum. Participants are advised to bring their own laptop and extension wire.

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To ensure the safety of everyone, **strict health protocols in accordance with the IATF guidelines will be enforced** during the conduct of the activity. There will be a Division Health Officer who shall strictly monitor the minimum public health standards and provide medical assistance, as necessary.

Further, participants shall be required to **wear protective gears**. Please be advised also that **those who are over sixty-five years of age, and those with immunodeficiency, comorbidity, or other health risks, and pregnant women shall NOT be required to participate in this activity**. They may send representatives to attend on their behalf.

Food, accommodation, and travel expenses of the participants shall be charged against the Division MOOE subject to COA rules and regulations.

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

hrd/mgd/09/01/2021

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Enclosure No. 1 to DM No. 074, s. 2021

**COMPETENCY-BASED HUMAN RESOURCE SYSTEM (CBHRS) WAYS FORWARD**

*Schedule of Activities*

| Schedule                     | Activity  |
|------------------------------|---|
| July 23, 2021                | Submission of Competency Tables to HRD Section  |
| July 26 – September 10, 2021 | Preparation/Checking of Competency Tables<br>(Asynchronous – per core group)                          |
| September 22 - 24, 2021      | Presentation and Finalization of Competency Tables<br>(Synchronous – F2F-per core group)              |
| October 4 – 8, 2021          | Preparation of Competency Maps<br>(Asynchronous – per core group)                                     |
| October 13 – 15, 2021        | Presentation and Finalization of Competency Maps<br>(Synchronous – F2F-per core group)                |
| November 15 – 18, 2021       | Preparation of CB-JD/CB-PDF<br>(Asynchronous – per core group)  |
| November 19, 2021            | Presentation and Finalization of CB-JD/CB-PDF<br>(Asynchronous – per core group)                      |
| November 22 - 25, 2021       | Preparation of Competency Assessment Tools<br>(Asynchronous – per core group)                         |
| November 26, 2021            | Presentation and Finalization of Competency<br>Assessment Tools<br>(Synchronous – F2F-per core group) |
| December 1-3, 2021           | Preparation of Sample Competency Profile of Employees   |
| December 6, 2021             | Submission of Sample Competency Profile to HRD<br>Section   |
| December 6 – January 7, 2021 | Preparation of the CBHRS Manual   |
| January 10 – 13, 2022        | Finalization, Compilation, Review, & Binding of CBHRS<br>Manual                                       |
| January 14, 2022             | Presentation of the Finalized CBHRS Manual to TM  |
| January 17, 2022             | Endorsement of the CBHRS Manual to the CSI for<br>Approval  |

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Enclosure No. 2 to DM No. 024, s. 2021

**COMPETENCY-BASED HUMAN RESOURCE SYSTEM (CBHRS) CORE GROUP**

**Group 1 – OSDS (Administrative/GSS, Accounting, Budget, Legal, Cash, Supply, Records)  
Functional Competencies**

|                 |                              |              |
|-----------------|------------------------------|--------------|
| <b>Leader:</b>  | Herbert D. Perez             | OIC-ASDS     |
| <b>Members:</b> | Sarah Lyn V. Diala           | AO II        |
|                 | Z-ann Leah B. Zulueta        | ADAS III     |
|                 | Atty. Hannah Irish R. Cañeda | Attorney III |
|                 | Rejulios M. Villenes         | PSDS         |
|                 | Arlene M. Tolentino          | AO II        |

**Group 2 – SGOD (HRD, SMME, SMN, PAR, DRR, YFD, Health) Functional Competencies**

|                 |                              |              |
|-----------------|------------------------------|--------------|
| <b>Leader:</b>  | Gregorio A. Co Jr.           | OIC-ASDS     |
| <b>Members:</b> | Regina V. Marino             | SEPS, HRD    |
|                 | Michelle G. Duma             | EPS II, HRD  |
|                 | Oscar R. Duma Jr.            | SEPS, SMME   |
|                 | Maria Bernadit M. Tupas      | EPS II, SMME |
|                 | Jose Macario Ernie V. Patino | Dentist II   |

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**Group 3 – CID, EFS, ICT, Personnel, Records Functional Competencies**

|                 |                         |               |
|-----------------|-------------------------|---------------|
| <b>Leader:</b>  | Gregorio T. Mueco       | OIC-ASDS      |
| <b>Members:</b> | Abner L. Pureza         | EPS           |
|                 | Danica May V. Jaranilla | ADAS III      |
|                 | Wilbert B. Porteza      | ITO I         |
|                 | Wennie O. Gaela         | AO IV/HRMO II |
|                 | Akimi Therese Asano     | ADAS III      |
|                 | Jee-Ann O. Borines      | EPS           |

**Group 4 – Core Competencies**

|                 |                           |            |
|-----------------|---------------------------|------------|
| <b>Leader:</b>  | Lorena S. Walangsumbat    | CID Chief  |
| <b>Members:</b> | Elizabeth M. De Villa     | SGOD Chief |
|                 | Maria Dolores D. Atienza  | AO V       |
|                 | Gilbert C. Alva           | SEPS       |
|                 | Norvic C. Vilania         | AO II      |
|                 | Marbin Jeramil D. Fragata | PO III     |

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