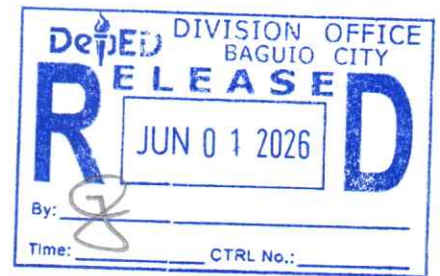




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



June 1, 2026

DIVISION MEMORANDUM

No. **373-2026**

**POLICY ON ORGANIZATIONAL DEVELOPMENT AND HR DIGITALIZATION IN
SUPPORT OF THE PERFORMANCE GOVERNANCE SYSTEM (PGS)
OF THE SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Education Program Supervisor
Public Schools District Supervisors
Public School Heads
All Others Concerned

1. In support of the Performance Governance System (PGS) Big Bets of the Schools Division Office of Baguio City, this Office hereby issues the Policy on Organizational Development and Human Resource (HR) Digitalization to strengthen systems, processes, and workforce capability.
2. This policy institutionalizes Organizational Development and HR Digitalization as strategic mechanisms to enhance efficiency, effectiveness, transparency, and data-driven decision-making in the delivery of human resource services.
3. It is aligned with the Division's commitment to sustain PRIME-HRM Level II (Bronze Award) and to strengthen readiness for PRIME-HRM Level III accreditation.
4. The detailed provisions, including the rationale, scope, definitions, guidelines, roles, and monitoring mechanisms, are contained in Annex A: Detailed Policy Guidelines on Organizational Development and HR Digitalization, which forms an integral part of this issuance.
5. All functional divisions, schools, and personnel are enjoined to support and actively participate in the implementation of this policy.
6. The Administrative Unit – Human Resource Manage, and the School Governance and Operations Division – Human Resource Development shall lead the implementation, coordination, monitoring, and evaluation of all related initiatives.
7. This Memorandum shall take effect immediately upon issuance.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent



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ANNEX A

**DETAILED POLICY GUIDELINES ON ORGANIZATIONAL DEVELOPMENT (OD) AND
HUMAN RESOURCE (HR) DIGITALIZATION IN SUPPORT OF THE
PERFORMANCE GOVERNANCE SYSTEM (PGS)**

I. RATIONALE

As Organizational Development and HR Digitalization are identified among the Division's Big Bets under the Performance Governance System (PGS), the Schools Division Office of Baguio City recognizes the need to continuously strengthen organizational systems, processes, structures, and workforce development strategies to ensure responsive, efficient, and quality public service delivery. These initiatives aim to promote continuous improvement, innovation, collaboration, and organizational effectiveness through strengthened governance mechanisms and strategic human resource management practices.

In support of these priorities, HR Digitalization shall serve as a key strategy in modernizing HR systems and processes through the enhancement of digital platforms, electronic personnel records management, data management systems, and other technology-enabled HR mechanisms. These efforts are expected to improve data accuracy, accessibility, transparency, operational efficiency, and evidence-based decision-making across offices and units.

Furthermore, these initiatives support the sustained implementation of PRIME-HRM Level II (Bronze Award) standards and strengthen the organization's readiness toward PRIME-HRM Level III accreditation, consistent with the Division's commitment to institutional excellence and continuous organizational development.

II. SCOPE AND COVERAGE

This policy shall apply to all functional divisions, schools, and personnel of the Schools Division Office of Baguio City, including teaching and non-teaching personnel.

III. DEFINITION OF TERMS

Organizational Development (OD) – A planned, systematic effort to improve organizational effectiveness through enhancements in systems, processes, structures, and human resource capabilities.

HR Digitalization – The transformation of human resource processes and systems through digital tools and platforms such as **HRIS, electronic records management, and automated HR workflows.**

PGS (Performance Governance System) – A strategic management system that guides public sector organizations in achieving breakthrough performance through clearly defined strategic objectives and accountability mechanisms.



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PRIME-HRM – A Civil Service Commission program that assesses the maturity level of human resource management systems in government agencies.

IV. GENERAL GUIDELINES

1. All Organizational Development and HR Digitalization initiatives shall be aligned with the Division's PGS commitments and strategic objectives.
2. HR Digitalization shall be prioritized as a key enabler for improving efficiency, accuracy, and accessibility of HR services.
3. All offices are enjoined to support the implementation of systems, tools, and processes related to this policy.
4. Continuous improvement, innovation, and data-driven decision-making shall be encouraged across all levels of the organization.
5. All OD and HR Digitalization initiatives shall contribute to sustaining PRIME-HRM Level II and achieving readiness for Level III accreditation.

V. KEY INITIATIVES AND STRATEGIES

The following initiatives shall be pursued under this policy:

1. Strengthening of Human Resource Information Systems (HRIS) and digital platforms
2. Digitization of personnel records and HR documents
3. Process mapping and improvement of HR systems and workflows
4. Enhancement of performance management systems
5. Employee engagement and organizational culture development programs
6. Capacity-building and leadership development interventions
7. Knowledge management and data-driven decision-making systems
8. Continuous improvement and innovation initiatives

VI. ROLES AND RESPONSIBILITIES

1. Human Resource Management and Human Resource Development Offices

- Lead the implementation of Organizational Development (OD) and HR Digitalization initiatives
- Develop, implement, and maintain HR systems, processes, and related mechanisms
- Monitor compliance with and progress toward PRIME-HRM standards
- Coordinate capacity-building, organizational development, and HR digitalization activities

2. Information and Communications Technology (ICT) Support Services

- Provide technical support in the development, implementation, maintenance, and enhancement of digital systems and platforms
- Ensure the functionality, accessibility, and security of HR digitalization systems and databases



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- Assist in system troubleshooting, data management, and other technology-related initiatives supporting this policy
- Coordinate with concerned offices on ICT-related requirements and system improvements

Division Office / Schools:

- Ensure implementation of OD and HR Digitalization initiatives within their respective offices
- Support data accuracy and system utilization
- Promote participation in related programs and activities

All Personnel:

- Participate in OD and HR Digitalization activities
- Ensure accuracy of submitted HR-related data
- Support continuous improvement initiatives

VII. MONITORING AND EVALUATION

The implementation of this policy shall be regularly monitored and evaluated by the Human Resource Management Office in coordination with concerned units.

Monitoring tools may include:

- Performance reports
- System audits (HRIS and records systems)
- Feedback mechanisms
- Compliance tracking with PRIME-HRM indicators

Results shall serve as basis for continuous improvement and policy enhancement.

VIII. EFFECTIVITY

This Annex shall form an integral part of the Policy on Organizational Development and HR Digitalization and shall take effect immediately upon issuance of this Memorandum.

(Handwritten signature)