



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

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Office of the Schools Division Superintendent

February 3, 2022

DIVISION MEMORANDUM
 No. 01, s. 2022

RECONSTITUTION OF THE PERSONNEL DEVELOPMENT COMMITTEE

To: Assistant Schools Division Superintendent
 Chief Education Program Supervisor, Curriculum and Implementation Division
 Chief Education Program Supervisor, Schools Governance and Operations Division
 All Public Schools District Supervisors
 All School Heads
 All Human Resource Development District and Secondary Schools Coordinators
 All Others Concerned

Pursuant to Civil Service Commission (CSC) Memorandum Circular MC No. 43 s. 1993 and MC No. 10 s. 1989, requiring all agencies to establish the Personnel Development Committee, the following are designated as chair/ members of the Reconstituted Personnel Development Committee (PDC) effective immediately until such time the designation will be recalled:

Its main function is to serve as the screening and coordinating committee on providing timely, relevant and competency-based human resource development programs and interventions for the teaching and non-teaching personnel.

1. The PDC is composed of the following:

- | | | |
|-------------------------|-----------------------|---------------------------------------|
| Chairperson | Ramel M. Pilo | - Chief Education Supervisor |
| Vice-Chairperson | Gloria B. Subong | - Education Program Supervisor |
| Members | Marlyn A. Publico | - Education Program Supervisor |
| | Gay P. Taguiran | - Senior Education Program Specialist |
| | Arnel F. Labasan | - Senior Education Program Specialist |
| | Jocelyn D. Fernandez | - President, PESPA |
| | Ricardo Jr. M. Olmedo | - President, DNAPSSHI |

Alternate Members

- | | |
|-----------------------|-----------------------------------|
| Romela T. Pangandoyon | - Education Program Specialist II |
| Danilo Jr. Q. Lumayno | - Education Program Specialist II |



Secretariat

Joanna Mari C. Borbon – Administrative Officer II
Harley Farrah D. Café – Administrative Officer II
Lyndee M. Sagaral – Administrative Officer II

2. Term of Duty

The Members of the PDC shall serve for at least one (1) year from the date of designation subject to the renewal and approval of the Head of the Agency.

3. Functions of the PDC

The PDC shall perform the following functions during their term:

- a. Implement the policy guidelines for provisions of training and scholarship programs and participation of teachers and personnel on trainings, workshops, fora and other educational and technical development activities;
- b. Prepare the Division Human Resource Training and Development Plan based on the competency assessment, training needs, which is to be updated every year;
- c. Screen qualified nominees based on the Human Resource Training and Development Plan, policy guidelines and criteria set for scholarship program (based on the local, national and international standards);
- d. Determine provision for training / scholarship contract, training funds, and other individual and group entitlements;
- e. Ensure alignment of the Learning and Development interventions to the overall organizational and performance goals;
- f. Ensure that Learning & Development Planning processes and Central Office Learning and Development initiatives are integrated into the HRD system;
- g. Plan out timely and appropriate interventions to suit the needs of the Office and Division;
- h. Ensure outcomes in the provision of learning and development interventions;
- i. communicate the Learning Development Plan to ensure buy-in from stakeholders;
- j. Provide Technical Assistance to Schools on the Learning and Development Program processes; and
- k. Maintain up-to-date database of learning interventions of employees.

4. Functions of the Secretariat:

- a. Consolidate the results of the LDNA of teaching and non-teaching personnel;
- b. Disseminate scholarship, learning & development and workshop invitations to all schools, units that are directly concerned atleast a month prior to the activity.
- c. Prepare assessment documents (forms and list of requirements) of nominees and pre-screen qualification based on the documents, records and sponsor requirements for shortlisting;
- d. Prepare pertinent papers relative to study and non-study opportunities such as memorandum on announcements, request for travel authority and scholarship contracts
- e. Assist the candidate in the preparations/ accomplishment of the needed training and scholarship requirements;
- f. Prepare notices and agenda of the meeting, screening and deliberations of the PDC; and



- g. Document and maintain database of PDC deliberations including employees' pertinent records and travel documents.

Immediate dissemination and implementation of this memorandum is desired.

DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

for The Schools Division Superintendent

REBECCA C. SAGOT
Assistant Schools Division Superintendent

