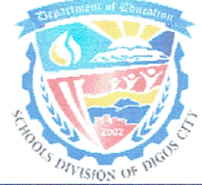




Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



**DIVISION
MEMORANDUM
No. 649, s. 2018**

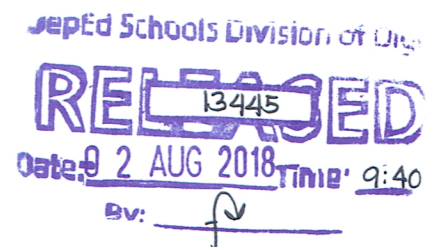
August 1, 2018

PERSONNEL DEVELOPMENT COMMITTEE

To: **MELANIE P. ESTACIO, PhD, CESE.** – OIC-ASDS - Chairperson
BEVERLY S. DAUGDAUG, Ed. D. – CES (CID) – Member
SOLLIE B. OLIVER, MATE, LLB. – CES (SGOD) – Member
FRANCIS JUDE D. ALCOMENDRAS – AOV – Member

1. In the exigency of the service, you are hereby constituted as members of the Personnel Development Committee pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) NO. 43, s. 1993 and MC 10, S. 1989, effective immediately.
2. As members of the Committee you shall perform the following duties and functions, to wit:
 - i. Develop the Schools Division Office's policy guidelines for the selection of nominees to training and scholarship programs, etc. and meetings / workshops / fora, etc., in accordance with existing civil service policies and standards;
 - ii. Prepare the Schools Division Office's Human Resource Development Program (HRDP) based on the agency's needs, to be updated annually;
 - iii. Screen qualified nominees based on the HRDP and the Policy Guidelines;
 - iv. Assessment and determination of requested travel expenses chargeable against Service Contract Training Funds;
 - v. Recommends to the Head of Office or his duly authorized representative the most qualified nominee/s in accordance with the Schools Division Office's policy guidelines, except if concerned employee had been explicitly identified by the Head of Office.
3. For information, guidance and compliance.

WINNIE E. BATOON, Ed. D.
Officer in Charge
Office of the Schools Division Superintendent



Encls: as stated
References: CSC MC No. 10, s. 1989
To be indicated in the Perpetual Index under the following subjects:
SUBJECT: PERSONNEL DEVELOPMENT COMMITTEE

admin5: Personnel Development Committee
1 August 2018