



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

DIVISION MEMORANDUM
No. 607, s. 2021

October 18, 2021

**COMPOSITION AND FUNCTIONS OF THE PERSONNEL DEVELOPMENT
COMMITTEE (PDC)**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
All Public School Heads
All Public School Teachers
All Program Holders
All SDO Personnel

1. The implementing rules of EO 292 series of 1987 on the Civil Service Law states under Rule VIII Section 14 that “A Personnel Development Committee shall be established in each Department or agency which shall provide support functions to management in selection of agency to training development and scholarship programs in accordance with existing civil service policies and standards”.
2. Pursuant to Civil Service Commission Memorandum Circular Number 10 series 1989, the Personnel Development Committee (PDC) of the Department was established with the issuance of Administrative Order Number 42 series 1989. The PDC, herein referred to as the Committee, was reconstituted by virtue of Special Order Number 201 series 2002 with the end in view of enhancing its functions.
3. The field is hereby informed of the Composition of the Personnel Development Committee(PDC) and PDC Secretariat of this Division, to wit:

Chairperson: Cristy C. Epe
Vice Chairperson: Basilio P. Mana-ay, Jr.
Chiefs of Training: Sollie B. Oliver and Beverly S. Daugdaug
Members:

1. Ida I. Juezan
2. Helen Casimiro
3. Peter-Jason C. Senarillos
4. Ronald B. Dedace
5. Airon Alejandro
6. Tito M. Endrina
7. Gervasio Salinas, Jr.
8. Luzminda B. Jasmin
9. Cherry Rossette E. Oliva
10. Jessica Lucero
11. Neil Bongcayao
12. Clarence Pillerin
13. Jasmine Asarak
14. Francis Jude D. Alcomendras



Secretariat:

1. Joan M. Niones
2. Jem Boy Cabrella
3. Ronilyn P. Nieves
4. Elvie Timon
5. Cecile C. Uy
6. Daissy Jane P. Sanoy
7. Ruben Evarretta
8. April Alcala
9. Sharon Ann Iyog
10. Mark Castañares

4. Specifically, the PDC shall:

- Determine the training fees, amount of honorarium for resource person services, and other training-related expenses. All expenditures for that purpose shall be subject to the usual accounting and auditing rules and regulations;
- Authorize the attendance of agency personnel in trainings, seminar-workshops, conventions, conferences, symposia, and for a sponsored by non-governmental organizations or private institutions;
- Authorize the availment of external service providers in conducting in-house learning and development programs;
- Select, nominate, and authorize personnel for local and international trainings and scholarship programs/grants;
- Recommend L&D policy improvements;
- Develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs, in accordance with DepEd policies;
- Review and approve L&D plan;
- Review and approve designs and learning resource packages for L&D programs;
- Track progress of L&D program delivery;
- Ensure that L&D QATAME processes, procedures and reporting are implemented;
- Ensure that L&D opportunities are equitably distributed and are awarded to deserving employees considering such factors as length of service, performance level, learning and development needs and when necessary, status of appointment; and
- Review and endorse report on accomplishment and results to the SDS for approval.

The Secretariat shall assist the PDC in performing functions, specifically in preparing documentation of candidates, study grants, PDC deliberations, etc.

Specifically, the PDC Secretariat shall:

- Ensure that the approved guidelines and documented agreements are followed in the process of identifying personnel to scholarship and trainings;
- Raise issues encountered for resolution of the PDC if needed;
- Continuously explore training opportunities, scholarship programs and other capability building activities for all employees offered by local and international agencies;

- Ensure wide and timely circulation to the extent possible of notices and invitations for personnel development such as but not limited to scholarships, trainings, seminars, conferences and study opportunities;
 - Clarify information regarding invitations to scholarships, training programs, and other related travels abroad;
 - Update the pool of potential candidates taking into account the career development plan for each employee;
 - Prepare response to written queries of nominees to the status of their applications;
 - Assist the PDC during criteria setting and deliberation by preparing the matrix of qualified candidates based on the submitted nominations and preparing the minutes of PDC meetings, resolutions and other required documents;
 - Prepare report informing all units of the agency's official nominees to training programs, scholarships, seminars, conferences;
 - Assist the nominees by preparing supporting documents relative to the scholarship and training grants, coordinating, and establishing network with agencies concerned, maintaining the confidentiality of records, establishing and maintaining an inventory of employees who have availed the scholarship and trainings;
 - Monitor of the progress of the scholars/grantees;
 - Prepare periodic report on the accomplishment/status of training and career development programs. The report shall include the review of post evaluation of the trainings attended
 - The PDC shall have the primary responsibility of formulating and establishing the Learning and Development (L&D) Program for all the personnel in the Division.
5. For information, dissemination and compliance.



CRISTY C. EPE
 Schools Division Superintendent
10/20/21

