



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

17 March 2020

DIVISION MEMORANDUM  
 No. 086, s. 2020

**ESTABLISHMENT OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)  
 OF THE SCHOOLS DIVISION OFFICE OF EL SALVADOR**

To: **Assistant Schools Division Superintendent**  
**Chief, SGOD/ CID**  
**PSDS, Education Program Supervisors**  
**Senior Education Program Specialist**  
**Education Program Specialist**  
**Division Coordinators**  
**Section Heads**  
**All Public Elementary and Secondary School Heads**  
**All Others Concerned**  
*This Division*

- Pursuant to Civil Service Commission Memorandum Circular no. 43, s. 1993 as amended from MC 10, s. 189, requiring all agencies to establish a Personnel Development Committee (PDC), this Office announces the establishment of the Division PDC who shall serve as screening and coordinating committee on providing timely, relevant, and competency based human resource development programs and interventions to all teaching and non-teaching personnel.
- The Division PDC/ Scholarship Committee shall compose of the following:

DESIGNATION	NAME	POSITION
Chairperson:	ALIENA S. DAJAY, PhD, CESE	Assistant Schools Division Superintendent
Vice-Chair for SGOD:	ROLLY B. LABIS, EdD	Chief, SGOD
Vice-Chair for CID:	NINIAN A. ALCASID, PhD	Chief, CID
Members:	FRITZIE C. SILLABE	Education Program Supervisor
	JEFFREY M. MARTINEZ, JD	Administrative Officer V
	MARICRIS P. QUISMUNDO	Senior Education Program Specialist in M&E
	SHERRIE R. DUNOG	Information Technology Officer I
	STEPHANIE P. SALIGUMBA	Budget Officer III
	KEVIN B. ASEQUIA	Planning Officer III





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Learning and Development Managers:	KAREN ROSE A. SERRANIA	Senior Education Program Specialist in HRD
	MEROGIM P. MUGOT	Education Program Specialist II in HRD
Secretariat/Support Staff	KENNETH ANGEL D. GUILLENA	Human Resource Management Officer I
	FELANIE A. LIM	Administrative Officer II
Resource Speakers/ Learning Resource Providers (LRP):	Employees sent for trainings are automatically the resource speakers/LRP in the Division Roll Outs. Other speakers may be assigned/ recommended by the Personnel Development Committee.	

3. The PDC shall perform the following functions:

**A. L&D Governance**

- Together with SDS, cascade DEDP directions and priorities which will serve as anchor for all Learning and Development (L&D) programs/ initiatives of own schools division
- Recommend Learning and Development (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
- Serve as the Scholarship Committee that screen and endorse nominees from the division and schools for programs for approval by the Regional Director
- Recommend designation of L&D Program Management Team (PMT), if needed, to implement one or more L&D subsystems

**B. L&D Needs Assessment**

- Review and approve Learning and Development Needs Assessment (LDNA) plan, and direct the L&D PMT to proceed with the conduct of the LDNA
- Review and endorse LDNA report to the SDS for approval

**C. L&D Planning**

- Review School Strategic Plan for Professional Development (S-SPPD) for inclusion in the Schools Division Office Strategic Plan for Professional Development (SDO-SPPD)
- Review and endorse Division Office Strategic Plan for Professional Development (DO-SPPD) to SDS for approval

**D. L&D Designing and Resource Package Development**

- Together with SDS, review and approve designs and learning resource packages for L&D interventions







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**E. L&D Delivery**

- Track progress of L&D program delivery and update SDS

**F. L&D QATAME**

- Ensure that L&D Quality Assurance, Technical Assistance, and Monitoring and Evaluation (QATAME) processes, procedures, and reporting are implemented by the Schools Division Office
- Review and endorse report on Division Office Strategic Plan for Professional Development (DO-SPPD) accomplishments and results to the SDS for approval

4. Immediate and wide dissemination of this memorandum is desired.

**OLGA C. ALONSABE, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

COMMITTEES

SCHOLARSHIP

TRAINING PROGRAM

SGOD/HRD/MPM

