



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

Office of the Schools Division Superintendent

23 September 2020

DIVISION MEMORANDUM
No. 202, s. 2020

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

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

1. 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.
2. The Division PDC/ Scholarship Committee shall compose of the following:

| DESIGNATION | NAME | POSITION |
|-------------------------|--------------------------------|---|
| Chairperson: | ALICIA E. ANGHAY, 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 |





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|--|---|--|
| | MARICRIS QUISMUNDO P. | Senior Education Program Specialist in M&E |
| | SHERRIE R. DUNGOG | Information Technology Officer I |
| | STEPHANIE P. SALIGUMBA | Budget Officer III |
| Learning and Development Managers: | KEVIN B. ASEQUIA | Planning Officer III |
| | KAREN ROSE SERRANIA A. | Senior Education Program Specialist in HRD |
| | MEROGIM P. MUGOT | Education Program Specialist II in HRD |
| Secretariat/Support Staff | ANNA MAE A. ATILLO | Human Resource Management Officer |
| | 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





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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

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

