



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

July 13, 2020

DIVISION MEMORANDUM
No. 174, s. 2020

COMPOSITION AND FUNCTIONS OF THE PERSONNEL DEVELOPMENT COMMITTEE

TO All DepEd Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office informs the field of the Composition of the Personnel Development Committee (PDC) and PDC Secretariat of the Department of Education, Division of City Schools-Tagbilaran, to wit:

Chairperson : **DR. MARCELO K. PALISPIS**
OIC Assistant Schools Division Superintendent

Vice-Chairperson : **DR. BEATRIZ C. LUGA**
Chief, School Governance and Operations Division

Members : **DR. FILOMENA C. TANGGAAN**
SEPS, Human Resource Development Division
Focal Person of L & D
DR. JOHN ARIEL A. LAGURA
Education Program Supervisor, Curriculum Implemen-
DR. AQUILINO T. MILAR JR.
Administrative Officer V/President, Nat'l Employees
Union (NEU)
DR. LEV V. NADELA
Medical Officer III
MRS. MICHELLE T. SAGARAL, CPA, MM
Accountant III, V-President Nat'l Employees Union(NEU)
MRS. JOCELYN P. CUTIN
Human Resource Management Officer IV
MR. ARTEMIO B. ALO, EnP
Planning Officer III
MR. JOVENAL B. CAGAS
SEPS, Monitoring & Evaluation/SocMob
ENGR. JOSE C. MARIÑAS III
Information Technology Officer

Secretariat : **MRS. ESTHER L. CAGAS, MAEM**
EPS II, Human Resource Development Division
ENGR. JUNICEL T. MANCHA
Project Development Officer II



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ANGELI FAITH V. PASCUAL
Administrative Assistant III
MS. MARIANNE PALOMARES
Administrative Aide VI
MS. APRIL L. REVITA
Administrative Aide VI
MS. ANTONETTE OGUIS
Administrative Assistant II

2. PDC shall have the primary responsibility of formulating and establishing the Learning and Development (L & D) Program for all the personnel in the Division.
3. Specifically, the PDC shall:
 - a. determine the training fees, amount of honorarium for resource person services, and other training related expenses.
 - b. authorize the attendance of agency personnel in trainings, seminar workshops, conventions, conferences, symposia, and for a sponsored by non-governmental organizations or private institutions;
 - c. authorize the availment of external service providers in conducting in-house or virtual learning and development programs;
 - d. select, nominate, and authorize personnel for local and international trainings and scholarship grants;
 - e. together with the Schools Division Superintendent, cascade DEDP directions and priorities which will serve as anchor for all L & D programs/initiatives of own division;
 - f. recommend L & D policy improvements;
 - g. develop and/or implement guidelines for the selection of nominees for L & D ad scholarship programs in accordance with DepEd policies;
 - h. serve as the Scholarship Committee that screens and endorses nominees from the divisions for scholarship programs for approval by the Regional or Central Office;
 - i. recommend designation of L & D PMT, if needed to implement one or more L & D subsystems;
 - j. review and approve LDNA plan and direct the L & D PMT to proceed with the conduct of the LDNA;
 - k. review and endorse LDNA report to the Schools Division Superintendent for approval;
 - l. review SPPDs for inclusion in DO-SPPD;
 - m. review and endorse SPPD to Schools Division Superintendent for approval;
 - n. review and approve designs and learning resource packages for L & D programs;
 - o. track progress of L & D program delivery and update Regional Director;
 - p. ensure that L & D QATAME processes, procedures, and reporting are implemented by the Division Office; and
 - q. review and endorse report on SDO-SPPD accomplishments and results to the Schools Division Superintendent.
4. The Secretariat shall assist the PDC in performing functions, specifically in preparing documentation of candidates, study grants, PDC deliberations, etc.



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5 In the selection of participants in L & D and scholarship programs, the PDC ensures that such L & D and scholarship opportunities are equitably distributed and are awarded to deserving employees considering such factors as length of service, performance levels, learning and development needs and when necessary, status of appointment.

6. All expenses relative to the above-mentioned shall be charged to HRTD/Division MOEE/Local Funds subject to the usual accounting and auditing rules and regulations.

7. Wide and immediate dissemination of this Memorandum is highly desired.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

JIAL/MKP/ADMIN/atm



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