



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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DIVISION MEMORANDUM

No. 019, s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

From: **VICTORIA V. GAZO PhD, CESO V**
Schools Division Superintendent

Date: January 10, 2020

Subject: **PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF MALAYBALAY CITY DIVISION**

1. Pursuant to Civil Service Commission Memorandum Circular No. 43, s. 1993 and as amended in Memorandum Circular No. 10 s. 1989 requiring all agencies to establish a Personnel Development Committee (PDC), the same is hereby created in this Division.

2. The PDC is composed of the following:

Chairman: Sunny Ray F. Amit, *Assistant Schools Division Superintendent*

Member: Ralph T. Quirog, *CID Chief Education Supervisor*

Lorenzo O. Capacio, *SGOD Chief Education Supervisor*

Rachel R. Valde, *Education Program Supervisor*

Aba Q. Allaba, *Public Schools District Supervisor*

Woodrow Wilson B. Merida, *Senior Education Program Specialist*

Vicente G. San Miguel, *Senior Education Program Specialist*

Edelina M. Eborra, *Senior Education Program Specialist*

Jutchel L. Nayra, *Administrative Officer V*

Secretariat: Ria K. Alcuizar, *Education Program Specialist II*

Guia Ma. G. Villahermosa, *Administrative Officer IV*

3. The members of PDC shall serve for a period of two (2) years from the date of designation, subject to renewal at the discretion of the Head of Agency.

4. The PDC shall perform the following functions during their term:

- a. Cascade DEDP directions and priorities which will serve as anchor for all Learning & Development (L&D) programs/ initiatives of own schools division.

- b. Recommend L&D policy improvements.
- c. Develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs, in accordance with DepEd policies.
- d. Serve as the Scholarship Committee that screen and endorse nominees from the division and schools for programs for approval by the Regional Director.
- e. Recommend designation of L&D Program Management Team (PMT), if needed, to implement one or more L&D subsystems.
- f. Review and approve LDNA plan, and direct the L&D PMT to proceed with the conduct of the LDNA.
- g. Review and endorse LDNA report to the Schools Division Superintendent for approval.
- h. Review School Strategic Plan for Professional Development (S-SPPDs) for inclusion in the Division office Strategic Plan for Professional Development (DO-SPPD).
- i. Review and endorse DO-SPPD to SDS for approval.
- j. Together with SDS, review and approve designs and learning resource packages for L&D interventions.
- k. Track progress of L&D program delivery and update SDS.
- l. Ensure that L&D QATAME processes, procedures, and reporting are implemented by the Schools Division Office.
- m. Review and endorse report on DO-SPPD accomplishments and results to the SDS for approval.

5. The secretariat shall perform the following functions:

- a. Prepare notices and agenda for convening for screening/deliberations/ meetings of the PDC.
- b. Disseminate scholarships/training/workshop invitation thru a memorandum or advisory to all school and units who are directly concerned at least a month prior to the activity.
- c. Assist the candidate in the preparation/accomplishment of needed training and scholarship requirements.
- d. Document and maintain database of PDC deliberations and copies of activity requests, training designs and accomplishment reports.