



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY



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DIVISION MEMORANDUM
NO. ____ s, 2021

TO : Chiefs: CID and SGOD
Personnel Development Committee (PDC)
PDC Secretariat

FROM : The Office of the Schools Division Superintendent

SUBJECT : RECONSTITUTING THE PROFESSIONAL DEVELOPMENT
COMMITTEE (PDC) AND SPECIFYING THEIR ROLES THEREIN

DATE : February 3, 2021

1. Relative to the CSC-MC No. 24, s. 2016 re: Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRME-HRM) and the DepEd strategic directions on Learning and Development, the Personnel Development Committee (PDC) is hereby reconstituted.

2. Hereunder is the composition of the PDC in the division level.

Chairperson	:	DR. MELANIE P. ESTACIO	-OIC – ASDS
Co-chairperson	:	DR. JOSEFINA B. PALACA DR. CHRISTINE C. BAGACAY	- Chief, SGOD - Chief, CID
Members	:	Ms. Ruth Ursolino Dr. Flordelin D. Buyao Dr. Maria Elena Ferido Dr. Honey Lynne A. Boyles Dr. Cristy A. Agudera Mr. Rollan P. Inis	-AO V -EPS, SGOD -PSDS -EPS, Science -EPS, Filipino -SEPS, SMME
Secretariat	:	Eduard Mark A. Bautista Ivy A. Palomo	- SEPS, HRD - EPS II, HRD

3. The following are the duties and responsibilities of the PDC:

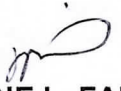
- Implement policy guidelines for provisions on training and scholarship program and participation of teachers and personnel in meetings and other educational and technical development activities;
- Prepare the Division's Human Resource Development Plan based on competency assessment, training needs which is to be updated annually;
- Screen qualified nominees based on HRD Plan, policy, guidelines and criteria set for scholarships and program participation (based on local, national and international);

- d. Determine provisions for training/ scholarship, training funds and other individual and group entitlements;
- e. develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs in accordance with DepEd policies;
- f. track progress of L&D program delivery and update SDS;
- g. ensure that L&D QATAME processes, procedures, and reporting are implemented by the Schools Division Office; and

For secretariat, the following are their functions:

- a. issue notices of meeting to the PDC members;
- b. prepare agenda to be taken-up and minutes of meeting;
- c. monitor and follow-up documents emanating to and from the PDC and management; and
- d. maintain records of PDC deliberations.

4. For immediate guidance and implementation of this Office Order.


DR. JOSEPHINE L. FADUL
Schools Division Superintendent

DEPARTMENT OF EDUCATION DIVISION OF TAGUM CITY RECORDS SECTION	
RELEASED	
By: _____	
Date: <u>FEB 04 2021</u>	Time: <u>4:20 PM</u>
Remarks: <u>Disseminated # 045-2021-02</u>	