



Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
Gate 2, Karangalan Village, Cainta Rizal




Department of Education
DIVISION OF CAVITE
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REGIONAL MEMORANDUM

No: 060, s. 2016

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : 
DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : ESTABLISHING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF
REGION IV-A

DATE : March 10, 2016

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. of 1989 on the formation of a Personnel Development Committee (PDC) in all agencies, this Office will create the same. Its main function is to serve as screening and coordinating committee on providing timely, relevant and competency-based human resource development programs and interventions to teaching and non-teaching personnel.

Each Division Office is hereby requested to create its own set of PDC.

1. The Regional Office PDC is composed of the following :

Chairperson	: Beatriz G. Torno	Assistant Regional Director
Co-Chairperson	: Luz E. Osmena	Chief, Human Resource Development Division (HRDD)
	Erico M. Habijan	Chief, Curriculum and Learning Management Division (CLMD)
	Ann Geralyn T. Pelias	Chief, Administrative Officer




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TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chiefs CID/SGOD
Public Schools District Supervisors
Elementary & Secondary School Heads

March 14, 2016

FOR YOUR INFORMATION, AND GUIDANCE OF ALL CONCERNED.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent



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Members	Ma. Susana B. Oliveros	Administrative Officer V
	Jisela N. Ulpina	Education Program Supervisor
	Viernalyn M. Nama	Education Program Supervisor In-Charge (L&D)
Secretariat	Alain F. Razalan	Education Program Specialist

2. TERMS OF DUTY

The members of the PDC shall serve for a period of one (1) year from the date of designation, subject to renewal at the discretion of the Head of Agency.

3. FUNCTIONS OF THE PDC

The PDC shall perform the following functions :

- A. Implement policy guidelines for provisions on training and scholarship programs, and participation of teachers and personnel in meetings, workshops, fora and other educational and technical development activities ;
- B. Prepare the Regional Human Resource Learning and Development (HRLD) Plan based on the competency assessment, training needs which is to be updated annually;
- C. Screen qualified nominees based on the HRD Plan, Policy guidelines and criteria set for scholarships and program participation (based on Local, National and International standards;
- D. Recommend to the agency head or his/her duly authorized representative the most qualified nominees and recipients through the HRMO in accordance with screening results , except if concerned recipients(s) had been explicitly identified by the agency head in the exigency of the service and/or direct identification of trainees/recipients by the Central and Regional Offices.





4. FUNCTIONS OF PDC SECRETARIAT

- A. Disseminate scholarship/training/workshop invitations to all Schools Division Offices at least a month prior to the activity;
- B. Prepare assessment tools, forms and list of requirements of nominees and pre-screen qualifications based on documents, records and sponsor requirements for short listing;
- C. Assist the candidates in the preparation/accomplishment of needed training and scholarship requirements;
- D. Prepare notices and agenda for convening for screening/deliberations/meetings of the PDC and ;
- E. Document and maintain database of PDC deliberations, including pertinent records and travel documents.

For immediate dissemination and implementation.

