



August 27, 2019

DIVISION MEMORANDUM

No. 261 s. 2019

**RECONSTITUTING THE COMPOSITION OF THE
DIVISION PERSONNEL DEVELOPMENT COMMITTEE (DPDC)**

To: Assistant Schools Division Superintendent;
Chief Education Supervisor, Curriculum Implementation Division;
Chief Education Supervisor School Governance & Operations Division;
Education Program Supervisors;
Public Schools District Supervisors;
Secondary School Heads;
Elementary School Heads;
All Others Concerned

1. In line with Regional Order No. 004, s. 2018 and pursuant to Regional Memorandum No. ____, s. 2014, Civil Service Commission (CSC) Memorandum Circular No. 43, s. 1993 and MC No. 10, s. 1989 is hereby reconstituted as follows:

Chairperson : **CHRISTOPHER C. BENIGNO**
OIC – Assistant Schools Division Superintendent

Members : **HEDWIG M. BELMES**
Chief Education Supervisor, CID

LEMUEL B. DICKSON, Ed.D.
Chief Education Supervisor, SGOD

MELDIE M. DAMIAN
Planning Officer III (2nd Level Representative)

SALVADOR FRANCISCO BRINGAS
Administrative Assistant III (First Level Representative)

Secretariat : **EDEN T. ADRIATICO**
Senior Education Program Specialist

DEO M. RAMOS, Ph. D
Education Program Specialist II



2. Functions of the PDC

The main function of the PDC is to serve as screening and coordinating committee on providing timely, relevant and competency-based human resource development programs and interventions to teaching, teaching related and non-teaching personnel.

- 2.1 Disseminate and implement the localized policy guidelines in the selection of nominees to trainings, course studies, workshops and similar others in accordance with existing CSC and the Department's policies and standards;
- 2.2 Prepare the Schools Division Human Resource Development Plan (HRDP) based on the competency assessment, learning needs which is to be updated annually and include specific guidelines on application of Equal Opportunity Principles (EOP) in the Learning and Development policies;
- 2.3 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; and
- 2.4 Recommend to the SDS the most qualified nominees and recipients in accordance with screening results, except if concerned recipient(s) had been explicitly identified by the SDS/Regional Director in the exigency of the service and/or direct identification of trainees/recipients by the Central Office.

3. Functions of the PDC Secretariat

- 3.1 Prepare assessment sheets of nominated employees and ore-screen such based on records, and the Department's policy guidelines as well as the sponsors/organizers requirements;
- 3.2 Prepare pertinent papers such as memoranda to the field, training/course study contacts (if applicable);
- 3.3 Assist the candidate/s in the preparation/accomplishment of needed training and scholarship requirements;
- 3.4 Issue notices and agenda for convening the screening/deliberations/meetings of the PDC; and
- 3.5 Document and maintain database of PDC deliberations, including pertinent records and travel documents.

4. For immediate and widest dissemination.


AMADOR D. GARCIA, SR., Ph.D.

Acting Assistant Schools Division Superintendent

Officer-In-Charge, Office of the Schools Division Superintendent

