



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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Office of the Schools Division Superintendent

May 24, 2022

DIVISION MEMORANDUM

No. 165 s. 2022

RECONSTITUTING THE COMPOSITION OF THE DIVISION PERSONNEL DEVELOPMENT COMMITTEE (PDC)

To: Assistant Schools Division Superintendent
 CID Chief
 SGOD Chief
 Education Program Supervisors
 Public Schools District Supervisors
 Public Secondary and Elementary School Heads
 Public Elementary and Secondary Teaching and Non-Teaching Personnel
 Division Office Personnel

1. Pursuant to the Implementing Rules of Executive Order 292, series of 1987 on the CSC Law, states under Rule VIII- Section 14 that " A Personnel Development Committee" shall be established in each Department or Agency which shall provide support functions to management in selection of agency nominees to training development and scholarship programs in accordance with existing civil service policies and guidelines. The composition of the Division Personnel Development Committee effective immediately is as follows:

- | | |
|-------------|--|
| Chairperson | SAMUEL T. EGSAEN JR., EdD
Assistant Schools Division Superintendent |
| Members | HEDWIG M. BELMES
CES – Curriculum Implementation Division (CID) |
| | JAN NOWEL E. PEÑA
SEPS, OIC to the Office of the SGOD Chief |
| | EDEN T. ADRIATICO
Senior Education Program Specialist (HRD) |
| | RHODA P. ASENCIO
Senior Education Program Specialist (Planning and Research) |
| | MARLENE C. ABAOAG, EdD
Education Program Supervisor |
| | LEONARDO T. BALNEG
Education Program Supervisor |

JANET B. PASCUA



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Administrative Officer V for Administrative Services

GEMMA B. CABUTAJE
Administrative Officer IV- Personnel

ELMER V. BATONDO
Administrative Officer V for Budget and Finance

Secretariat

DEO M. RAMOS
Education Program Specialist II (HRD)

JELLY A. PADAPAT
Administrative Aide VI

2. The Division Personnel Development Committee Members shall perform the following functions:
 - 2.1 Establish, adopt and implement a fair screening process, criteria and guidelines in the selection of nominees/candidates to ensure equal opportunity for the personnel in availing training programs and scholarships;
 - 2.2 Regularly review existing guidelines, policies and processes relevant to the committee functions relative to career development and other human resource programs;
 - 2.3 Evaluate and deliberate on the qualifications of candidates/nominees to:
 - Training Programs
 - Scholarship Programs
 - Short-term Courses
 - Study Tours/Field Observations
 - Internship Programs;
 - 2.4. Endorse a candidate for the Schools Division Superintendent's approval;
 - 2.5. Devise and implement a monitoring system on the progress of trainees/scholars.
 - 2.6. Prepare and submit an annual report on the accomplishments of the committee
3. Functions of the Secretariat:
 - 3.1. Provide the list of qualified employees based on the list of prospective participants prepared by the Committee;
 - 3.2. Prepare pertinent papers relative to the scholarship or study grants such as memorandum, endorsements, Correspondence, reports and the like;
 - 3.3. Issue notice of meetings to all the committee members;
 - 3.4. Take note and prepare minutes of deliberations or meetings then compile the same for reference.
4. Widest dissemination of this memorandum is desired.


BENILDA M. DAYTACA, EdD, CESO VI
Schools Division Superintendent

SGOD/HRDS/ETA

QF - Page 2 of 2



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