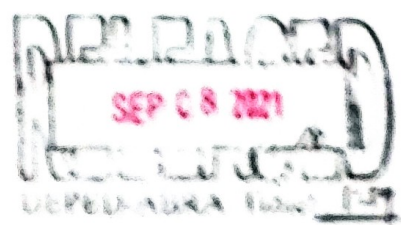




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



September 6, 2021

DIVISION MEMORANDUM
 No. 295 s. 2021


RECONSTITUTING THE COMPOSITION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)

To: OIC 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. Guided by the vision of the Department to continuously improve itself to better serve its stakeholders, the Division Human Resource Management shall adhere to professional continuous improvement.
2. Moreover, the Implementing Rules of Executive Order 292, series of 1987 on the CSC Law, Rule VIII- Section 14 states 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.
3. Accordingly, here is the reconstituted composition of the Division Personnel Development Committee as sub-committee under the Human Resource Management Development Committee.

Consultant	BENILDA M. DAYTACA, EdD, CESO VI OIC-Schools Division Superintendent
Chairperson	SAMUEL T. EGSAEN JR. OIC Assistant Schools Division Superintendent
Co-Chairpersons	LEMUEL B. DICKSON CES – School Governance and Operations Division (SGOD)
	HEDWIG M. BELMES CES – Curriculum Implementation Division (CID)




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Members

EDEN T. ADRIATICO
Senior Education Program Specialist (HRD)

JAERIEL R. BERSAMINA
Senior Education Program Specialist (Planning and Research)

JANET B. PASCUA
Administrative Officer V for Administrative Services

ELMER V. BATONDO
Administrative Officer V for Budget and Finance

CELIA S. BOLANTE
Division Accountant

RONALD T. MARQUEZ
Education Program Supervisor

MARLENE C. ABAOAG
Education program Supervisor

Secretariat

DEO M. RAMOS
Education Program Specialist II (HRD)

JELLY A. PADAPAT
Administrative Aide VI

4. The Division Personnel Development Committee Members shall perform the following functions and responsibilities aligned to the principles and standards set forth in the Learning and Development Plan of the Civil Service Commission and the Department of Education through the National Educators Academy of the Philippines (NEAP):
- a. Support all employees in the Schools Division of Abra in their professional learning throughout their career, especially as it relates to the strategic directions of Department, and must always adhere to specific guidelines of equal opportunity principles;
 - b. Ensure that high quality professional development programs are provided and monitored based from an updated tracking system that must not be limited in providing information on budget utilization, percentage of employees provided with Learning and Development (L&D) intervention, and feedback on conduct of L&D interventions.
 - c. Conduct regular meetings and orientations for planning, developing and review of annual Learning and Development Plan (LDP) adhering to specific guidelines of equal opportunity principles which may be based from but not limited to the three-year Human Resource Management and Development Plan of the Division, consolidated Professional Development needs of SDO Abra employees, and other related mandates from the CO and the RO;
 - d. Ensure transparency, consistency, credibility, and fairness in the evaluation of Learning Service Providers and professional development programs;





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- e. Quality assure training programs implemented in the Division to ensure the use of mix methodologies that are learner-centered and to assist in facilitating achievement of learning objectives;
 - f. Develop customized criteria and screening process for selecting nominees to scholarships and conferences; and
 - g. Quality assure monitoring and evaluation schemes to assess participants' acquisition of learning vis-à-vis learning objectives and Learning Service Providers performance.
5. The aforementioned duties and responsibilities shall take effect immediately upon approval and unless repealed by subsequent issuance.
6. All Schools or Cluster of Schools are hereby enjoined to organize their Professional Development Committee for a more efficient and effective response and action from the field.
7. Immediate dissemination of and strict compliance to this Memorandum is hereby directed.

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

Officer-in Charge to the Office of the Schools Division Superintendent

BOOD/BRDS/ETA

