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

Office of the Schools Division Superintendent

April 11, 2023

DIVISION MEMORANDUM

No. 132 s. 2023

RECONSTITUTING THE COMPOSITION OF THE DIVISION PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF THE SCHOOLS DIVISION OFFICE OF ABRA

- 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. In view of the change in leadership and other key personnel, the Division Personnel Development Committee is hereby reconstituted:

	NAME	POSITION
<i>Chairperson</i>	SAMUEL T. EGSAEN JR., EdD	Assistant Schools Division Superintendent
<i>Members</i>	HEDWIG M. BELMÉS	CES – Curriculum Implementation Division (CID)
	RONALD T. MARQUEZ, PhD	CES - School Governance and Operations Division (SGOD)
	RONILO P. GARCIA, EdD	Education Program Supervisor (SGOD)
	EDEN T. ADRIATICO	Senior Education Program Specialist - HRD
	MARLENE C. ABAOAG	Education Program Supervisor
	LEONARDO T. BALNEG	Education Program Supervisor
	JANET B. PASCUA	Administrative Officer V – Admin. Services
	GEMMA B. CABUTAJE	Administrative Officer IV - Personnel



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	ELMER B. BATONDO	Administrative Officer V – Budget and Finance
	CELIA S. BOLANTE	Accountant III
Secretariat	JESTONI B. BALNEG	Education Program Specialist II - HRD
	JELLY A. PADAPAT	Administrative Aide VI
ICT Support Team	MARLOU B. BORJA	Information Technology Officer
	RYNWALTER A. PAA	Education Program Specialist II - SMME
	GRYAN LYLE C. NAVARRO	Project Development Officer II - LRMS

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.
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 and prepare minutes of meetings;
 - 3.4. Prepare an annual report on the accomplishments of the committee.



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4. Functions of the ICT support team:

4.1 Provide technical support on the ICT aspect of program implementation – like but not limited to designing of tarpaulins, creation of Audio Visual Presentations, creation of online systems and the like.

5. Widest dissemination of this memorandum is desired.


AMADOR D. GARCIA SR., PhD, CESO VI
Schools Division Superintendent

SGOD/HRDS/ETA



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