



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division
Superintendent

February 26, 2024

DIVISION MEMORANDUM
OSDS -2024- 161

**RECONSTITUTION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)
OF THE SCHOOLS DIVISION OF DAVAO DE ORO**

TO : Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Section/Unit Heads
District Heads
School Heads
All Teaching and Non-teaching Personnel

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989 and amended by Memorandum Circular (MC) No. 43, s. 1993, all agencies are required to establish a Personnel Development Committee (PDC), the Schools Division of Davao de Oro announces the new composition of the Division PDC. 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.
2. The PDC shall be composed of the following:

Chairperson : Emma A. Camporendon CESO VI
Assistant Schools Division Superintendent

Co-Chairpersons : Ruben J. Reponde EdD, Chief, SGOD
Arlyn B. Lim PhD, Chief, CID

Members : Renato N. Pacpakin EdD, Education Program Supervisor - CID
Wilfredo P. Takasan EdD – Education Program Supervisor - SGOD
Norberto S. Manlangit CE, MPA – Administrative Officer V
Dennis C. Alcano – SEPS -HRDS / Class Manager
Sozonte L. Puedan Jr., School Principal – PESPA – President
Roger H. Prades EdD, School Principal – DDOAPSHI - President
Ma. Linda A Colita – Teacher Association – President
Nisan Lejan M. Cal – NEU – Davao de Oro Chapter – Acting
President



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Secretariat : Emmanuel B. Clarion, Education Program Supervisor - CID
Shiela D. Canbungga – Planning Officer III

Resource Speakers/Learning Facilitators:

Employees sent for trainings are automatically the resource speakers /Learning Facilitators in the Division Roll Outs. Other speakers may be assigned/recommended by the PDC.

3. TERMS OF DUTY

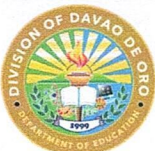
The members of the PDC shall serve for a period of one (1) year from the date of designation subject to renewal at the discretion of the Head of Agency.

4. The PDC shall perform the following functions during their term:

- a. implement policy guidelines for provisions on training and scholarship programs and participate of leaders and personnel in meetings and other educational and technical development activities.
- b. prepare the Division's Human Resource Development Plan based on competency assessment, training needs which is to be updated annually.
- c. screen qualified nominees based on HRD plan, policy, guidelines and criteria set for scholarships and program participation (based on local, national and international standards);
- d. determine provisions for training/scholarship contract, training funds and other individual and group entitlements; and
- e. recommend to the Agency Head of his duly authorized representative the most qualified nominees and recipients in accordance with screening results, except if concerned recipients had been explicitly identified by the agency head in exigency of the service and/or direct identification of trainees/recipients by the Regional Office and Central Office.
- f. In addition, utmost observance/adherence/compliance to the Equal Opportunity Principle (EOP), that is, in no case shall employees/personnel be discriminated against the availment of trainings or any human resource development opportunities on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

5. The PDC Secretariat shall have the following functions:

- a. disseminate scholarship/training/workshop invitations to District Offices and Schools.



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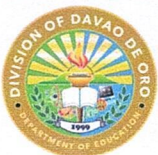
**Office of the Schools Division
Superintendent**

- 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 of convening for screening/deliberations/meetings of the PDC; and
 - e. document and maintain database of PDC deliberations, including pertinent records, reports, and travel documents.
6. All expenses incurred by the PMT and PMT-TWG shall be charged to Division Funds.
7. Immediate dissemination of this Memorandum is directed.


CRISTY C. EPE CESO V
Schools Division Superintendent 

Enclosed: As stated

SGOD06/DCA
Fn: Memo_HRD_ Division PDC



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