



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

SANGAY NG MGA PAARALAN NG LUNGSOD NAGA

27
FEB 12 2024

February 13, 2024

DIVISION MEMORANDUM

No. 45, s. 2024

RECONSTITUTION OF PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF SDO NAGA CITY DIVISION

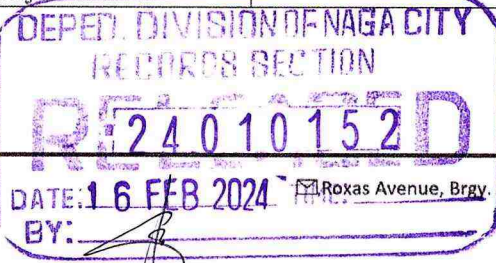
To: Assistant Schools Division Superintendent
Chiefs of the Functional Divisions
CID, SGOD, and OSDS Unit Heads/Staff
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 10 s. 1989 and CSC MC 43 s. 1993 mandating the establishment of **Personnel Development Committee** (PDC) in all government agencies and instrumentalities, and DepEd Order No. 13, s. 2007 entitled "Reorganizing the DepEd Special Committee on Scholarship for Local and Foreign Grants" DepEd Order No. 30, s. 2009 entitled "National Adoption and Implementation of the Training and Development (T & D) System and Designing the National Educators Academy of the Philippines (NEAP) as the Interim Agency Responsible for the operationalization of the T & D System and Memorandum OSEC-NEAP-OD-2021-57 dated May 24, 2021 entitled "Reconstitution of NEAP Personnel Development Committee (PDC) the Division Personnel Development Committee is hereby reconstituted to be composed of the following with their respective Roles and responsibilities:

2. The DIVISION PERSONNEL DEVELOPMENT COMMITTEE (PDC)

Name	Office Function	PDC Designation
Fernando C. Macaraig	Assistant Schools Division Superintendent	Chairperson
Michael A. Del Rosario	OIC Chief, SGOD	Co-Chairperson
Analiza F. Abuloc	Chief CID	Member
Jobert P. Narvadez	EPS-SGOD	Member
Eduardo C. Laureles	EPS Representative	Member
Benedik Warren Ubante	PSDS Representative	Member
Joseph M. Condeno	SEPS- HRD	Member
Vilma C. Cueto,	SEPS, PRS	Member
Maria Teresita R. Rentoy	OIC-SEPS SMME	Member
Salvacion T. Verona	Finance Representative	Member
Mary Ann B. Rosauo	Administrative Officer V	Member
Sheila Margarita S. Durante	Administrative Officer IV-Personnel Unit	Member
Representative	Non-Teaching Employees Union	Member
Antonette C. Maristela	EPS II-HRD	Secretariat
Sarah M. Rey	Administrative Officer II	Secretariat

DM 31, s. 2019 A Rev. 01



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3. The Duties and Functions of the Personnel Development Committee (PDC), including the secretariat is attached for reference.
4. Immediate dissemination of and strict compliance of this Memorandum is directed.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

24010152
16 FEB 2024



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Enclosure No. 1 to Division Memorandum No. ____ s. 2024

The Division Personnel Development Committee (PDC) will perform the following responsibilities and functions:

- a. Develop internal policy guidelines in accordance with existing relevant guidelines in relation to the learning and development of Division Office
- b. Prepare a comprehensive need and competency-based L and D plan for SDO personnel, Incorporate guidelines specific provisions, stating among other things, the responsibilities of selected nominees to the agency sending them to a scholarship or training grant and vice versa. These provisions shall embodied in the contract which the selected nominee and the head of agency shall enter into;
- c. Coordinate and monitor the implementation of the L and D plan for SDO Personnel
- d. Ensure that appropriate learning and development interventions are provided to individual personnel
- e. Monitor progress of HRD personnel in L and D programs and interventions vis-a-vis their workplace performance
- f. Assess and nominate SDO personnel for participation in scholarship programs and other L and D opportunities,
- g. Review applications for study leave and recommend to the head of office for appropriate action
- h. Evaluate and recommend to the Head of Office L and D programs for SDO personnel based on the L and D plan, Individual Development Plan (IDP), identified competencies and other strategic considerations
- i. Serve as focal team in ensuring that Performance Monitoring and Rewards and Recognition System are properly applied
- j. Develop, monitor and implement mechanism in granting awards and incentives to SDO personnel who have rendered meritorious services or excellent performance
- k. Submit report to the head of office as maybe required and
- l. Perform other relevant functions as may be deemed appropriate by the PDC

FUNCTIONS OF THE SECRETARIAT:

- a. Provide the list of qualified employees based on the list of prospective participants prepared by the committee;
- b. Prepare pertinent papers relative to the scholarships or study grants such as the authority to travel, preparation of vouchers, pre/post travel accommodation, registration fee, etc.;
- c. Prepare correspondence, memoranda, report, etc;
- d. Issue notice of meeting to all members of the committee;
- e. Maintain records of Committee deliberations and other documents relative to the availment of the programs;
- f. Prepare minutes of Committee meetings and corresponding communications to head of agency; and
- g. Prepare an annual report on the accomplishment of committee.

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