



DepEd DIVISION BAGOIC
JAN 04 2016
RELEASED



Office of the Superintendent
Division Memorandum 03 s.2016

**ESTABLISHING THE PROFESSIONAL DEVELOPMENT COMMITTEE (PDC) OF THE SCHOOLS DIVISION
OFFICE OF BAGUIO CITY**

To: Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
Division Office Personnel Division
All School Heads
Teaching and Non-Teaching Staff
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular no. 43. S. 1993 as amended in MC 10, s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), Baguio City Division announces the new composition of the Division PDC who shall serve as screening and coordinating committee on providing timely, relevant and competency based human resource development programs and interventions to all teaching and non-teaching personnel.

2. Human Resource Development and Training Programs refer to activities aimed at enhancing performance and career growth of DepEd employees which include but not limited to scholarships and study grants, trainings, seminars, workshops, conferences and other similar development interventions.

2. The Division PDC shall compose of the following:

Chairman: Atty. Augustin P. Laban III
Legal Officer III
OIC- Assistant Schools Division Superintendent

Vice- Chair for SGOD: Elma D. Dona-al, Ed.D.
Chief Education Supervisor, SG

Vice- Chair for CID: Rachel M. Bugtong, Ed.D.
Chief Education Supervisor, CID

Members: Susana C. Aliping
Public Schools District Supervisor

Marina D. Tabangcura
EPS- Araling Panlipunan

Reynalyn T. Padsuyan
Senior Education Program Specialist, P & R

Robert Gonzales
Administrative Officer V

Harris Dizon
Information Technology Officer

Proponent/s of the Training

Class Manager:

Jovelyn Petra T. Balantin
Senior Education Program Specialist, HRD- SGOD

Secretariat/Support Staff:

Ma. Louella Moncada
Administrative Officer IV, HRMO

Victor Fernandez
Education Program Specialist II (CID)


Alice Milan
Administrative Aide VI
Supply Office

Resource Speakers/Learning Resource Providers (LRP):

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

3. Functions of the PDC: (TDNA Operations Manual)

1. Implement policy guidelines for provisions on trainings and participation of teachers and personnel in meetings, workshops, fora and other educational and technical development activities.
 2. Prepare the Division's Human Resource Development and Training (HRDT) Plan based on competency assessment and training needs.
 3. Provision of support to the development of short term and long term Master Plans, Designs and Resource Packages for Division professional development and coordinates the same at the school and cluster levels.
 4. Coordinate the planning, implementation, monitoring, supervision and evaluation of activities.
 5. Prepare and submit training accomplishment reports to the SDS Office, Regional Director or DepED- National Capital Region.
 6. Facilitate the issuance of memoranda and travel orders related to Training and Development (T&D) programs.
 7. Document and maintain database of PDC deliberations and other pertinent records.
3. In line with this, the designated members of the PDC are advised to convene for de-briefing and post activity meetings before and every after conduct of T& D programs.
4. In like manner, all division trainings shall be properly coordinated to the PDC.
5. Training completion reports are submitted at least week after the conduct of the T & D in three copies, one copy for the regional office, one for the office of the Chief and for HRD file.
6. For immediate dissemination and implementation.


FRANCIS CESAR B. BRINGAS, CESO VI
Schools Division Superintendent