



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-Off, Baguio City  
Tel. No.: 446-0275 Fax: (074) 442-7819



**DIVISION MEMORANDUM**

No. 92, S. 2017

**ORGANIZATION OF SCHOOL AND DISTRICT PROFESSIONAL DEVELOPMENT COORDINATORS**

To: Division Chiefs  
Public Schools District Supervisors  
Public High School and Elementary School Heads / TIC/HTIC  
To All Others Concerned

1. The Teachers' Training Survey and Teachers' Professional Development Needs forwarded to the HRD Section reflected consolidated results of inconsistent, limited and non-implementation of trainings/ workshops/ seminars/ write shops in both school and district levels. Specific and General Professional Development Needs identified by teachers are almost similar regardless of school and district they belong.
2. The implementation of Professional Development to all Teaching and Non-Teaching staff is crucial in the quality performance of the division thereby organizing a team of HRD Professional Development Coordinators.
3. The following are the guidelines in the selection of School Professional Development Coordinator:
  - a. Teacher, non-teaching staff or teaching related;
  - b. Prepared, organized, or proposed trainings at least in the school level;
  - c. Does not have any other appended duties, most especially as coordinator at least in the school level; and
  - d. Should have an adequate knowledge or skill in computer operation and communication (oral and written).

Note: One Professional Development Coordinator per school.

4. Submit the name of the school coordinator as recommended and signed by the School Head / TIC / HTIC to the HRD Section on or before March 17, 2017 (8:00 am to 5:00 pm) through e-mail: **[xylene.kinomis@deped.gov.ph](mailto:xylene.kinomis@deped.gov.ph)**.
5. The following are the identified District Level Professional Development Coordinators:

a. Lucban District	JESSICA RUIZ / CANDICE RAMIREZ
b. North Quezon/ Quezon District	JEANETTE LORENZO / BEATRIZ MACALO
c. West Baguio Central/ Baguio Central District	JEANNY DUPO/ KEREEN COSME
d. BCHS and annexes	DOLORES COMOM / ROSE MELODY FLORES
g. West Baguio Central District	ORDEN CAYSO
h. Baguio Central District	NIXON ELAHE
i. North Quezon District	ROSALINDA OBFAN
j. Quezon District	SHERRYLYN BUSTARGA
k. Lucban District	REAGAN DECORAN
l. Mabini District	RAMSY DODOY
Alternative Learning System	APRIL LORRAINE P. AGUSTIN

6. The HRD PDC Team will purposely be the right hand of the HRD in monitoring and in making sure that Professional development in their Schools and District are implemented with quality and that assurance of providing the Professional Development NEEDS of employees are met.
7. The following are the main task of the PDC:
  - a. Monitor and keep a school record of the Application to Study of employees;
  - b. Coordinate with grade level coordinators, Head Teachers, Principals, TIC/HTIC on the crafting of Training Development or PD Calendar of both School and District to address and consider as priority the identified professional development needs based from the Division Training Survey, IPDP and the like;
  - c. Facilitate, propose, organize Professional Development Activities in the school / district handled;
  - d. Render Technical Assistance in the making of Professional Development proposals (trainings, workshops, seminars, write shops) and accomplishment report before submitting to the HRD Section; and
  - e. Assist in the monitoring, recording and updating of Professional Development Needs and Activities attended or participated by employees for improvement of incoming or future Professional Development activities and to complete the Division Training Data Base.
8. For information, guidance, and compliance.

  
ATTY. AUGUSTIN P. LABAN III  
Schools Division Superintendent

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