



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

DEPED BAGUIO CITY

MAR 21 2017

RELEASE



DIVISION MEMORANDUM

No. 98 S. 2017

ORIENTATION OF TASKS AND WORKFLOW OF SCHOOL & DISTRICT HRD PROFESSIONAL DEVELOPMENT COORDINATORS

To: Public Schools District Supervisors
Public High School and Elementary School Heads / TIC/HTIC
School and District HRD Professional Development Coordinators

1. The Human Resource Development Section of the SGOD has always been prioritizing the professional development activities and needs of DepEd employees, and in order to improve performance and quality service to all stakeholders, the creation and organization of the HRD Professional Development Coordinators in both school and district level is made possible.
2. To identify and explain the tasks of School and District Professional Development Coordinators for them to understand their designated role and be competent enough in performing well with quality service to all DepEd Employees in the Division, the HRD Section will be conducting an orientation for all HRD PD Coordinators (see Enclosure 1) on March 24, 2017, 1:00 pm at the 3rd floor Division Office Conference Hall.
3. All HRD PDC are to fill-in the information needed in Enclosure 2 to be submitted on the day of the orientation.
4. Immediate dissemination of this memorandum is desired.


ATTY. AUGUSTIN P. LABAN III
Schools Division Superintendent

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DISTRICT PDC

- 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

- a. West Baguio Central District ORDEN CAYSO
- b. Baguio Central District NIXON ELAHE
- c. North Quezon District ROSALINDA OBFAN
- d. Quezon District SHERRYLYN BUSTARGA
- e. Lucban District REAGAN DECORAN
- f. Mabini District RAMSY DODOY

- Alternative Learning System APRIL LORRAINE P. AGUSTIN

SCHOOL PDC

ELEMENTARY			
<i>No SPDC Identified</i>	A. Mabini ES	<i>No SPDC Identified</i>	Happy Hallow ES
NIEVES C. BARBOSA	Adiwang ES	<i>No SPDC Identified</i>	Holy Ghost Extension ES
GLORIA A. CATIYAN	Alfonso Tabora ES	SYLVIA B. PITPITUNGE	Irisan ES
<i>No SPDC Identified</i>	Andres Bonifacio ES	<i>No SPDC Identified</i>	Jose P. Laurel ES
CARINA G. WALSIYEN	Baguio Central School	<i>No SPDC Identified</i>	Jose P. Rizal ES
<i>No SPDC Identified</i>	Baguio Country Club ES	<i>No SPDC Identified</i>	Josefa Cariño ES
<i>No SPDC Identified</i>	Baguio SPED Center	<i>No SPDC Identified</i>	Kias ES
FREDA B. DAYOG	Bakakeng ES	<i>No SPDC Identified</i>	Lindawan ES
<i>No SPDC Identified</i>	Brookspoint ES	<i>No SPDC Identified</i>	Loakan ES
<i>No SPDC Identified</i>	Camp 7 ES	<i>No SPDC Identified</i>	Lucban ES
JACQUELINE L. FIANZA	Crystal Cave ES	RICELENE S. SACAYANAN	Magsaysay ES
<i>No SPDC Identified</i>	Dominican-Mirador ES	<i>No SPDC Identified</i>	Manuel L. Quezon ES
<i>No SPDC Identified</i>	Don Mariano Marcos ES	BELLA A. SALINGBAY	Pacday Quiño ES
DAHINA A. CAYABAS	Doña Aurora ES	ALMA MURIEL PUGU-EN	Pinget ES
<i>No SPDC Identified</i>	Doña Aurora H. Bueno ES	<i>No SPDC Identified</i>	Pinsao ES
<i>No SPDC Identified</i>	Doña Nicasia J. Puyat ES	<i>No SPDC Identified</i>	Quezon Hill ES
<i>No SPDC Identified</i>	Dontogan ES	<i>No SPDC Identified</i>	Quirino Hill ES
RITA P. EMBANG	Elpidio Quirino ES	SHIRLY B. BASILIO	San Carlos Heights ES
<i>No SPDC Identified</i>	Emilio Aguinaldo ES	<i>No SPDC Identified</i>	San Luis ES
<i>No SPDC Identified</i>	Fairview ES	<i>No SPDC Identified</i>	San Vicente ES
<i>No SPDC Identified</i>	Fort Del Pilar ES	RAMONA B. COSIL	Springhills ES
SARAH ONANGEY - GARCIA	Gibraltar ES	<i>No SPDC Identified</i>	Sto. Tomas ES
		<i>No SPDC Identified</i>	Manuel A. Roxas ES
HIGH SCHOOL			
<i>No SPDC Identified</i>	Baguio City NHS	<i>No SPDC Identified</i>	Lindawan NHS
<i>No SPDC Identified</i>	Bakakaeng NHS	LUCIA C. BANHEH	Magsaysay NHS
DARLENE A. ESTOE	Dominican Mirador NHS	<i>No SPDC Identified</i>	Mil-an NHS
NELLY B. BALANDI	Dona Aurora NHS	<i>No SPDC Identified</i>	Pines City NHS
<i>No SPDC Identified</i>	Fort del Pilar Annex	<i>No SPDC Identified</i>	Pinsao NHS
CANDICE R.PAWID	Guisad Valley NHS	GENALYN M. HABBILING	Quezon Hill NHS
<i>No SPDC Identified</i>	Happy Hollow NHS	MARITESS MARQUEZ	Rizal NHS
<i>No SPDC Identified</i>	Hillside Annex	ENEROSO PALPEG	Roxas NHS
<i>No SPDC Identified</i>	Irisan NHS	<i>No SPDC Identified</i>	San Vicente NHS
<i>No SPDC Identified</i>	Joaquin Smith NHS	<i>No SPDC Identified</i>	Sto. Tomas NHS
<i>No SPDC Identified</i>	Pinget NHS	GAYNNIVFLYN D. ABANSI	BCNSHS- Stand Alone



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PROFESSIONAL DEVELOPMENT COORDINATOR PROFILE

Name: (First, MI, Last) _____ Position / Designation _____
Level: _____ (School / District Coordinator)
School: _____ District: _____

Appended duties in your school / district:

Skills related or may contribute to your being a PDC:

List of Trainings and other Professional Development that you were either a Facilitator or a Resource Speaker:

List of approved proposed and implemented trainings and other Professional Development that you were either the proponent, or chairman / co-chairman for technical and planning committee:

Signature of PDC
Date: _____

e-mail address: _____
Contact Number: _____