



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
-Upper Session Rd., Baguio



Office of the Superintendent  
Division Memorandum No. 116, s. 2017

**School and District PDC Coordinators Orientation (For those who did not attend the orientation)**

TO: Public Schools District Supervisors  
School Heads  
School/District PDC Coordinators

1. The School and District Professional Development Committee Coordinators (PDC) was organized last March 24, 2017 along with the orientation of their tasks and workflow. Part of the orientation is the distribution of PDC kits which contains study permit forms and templates of reports required by HRD-SGOD (D.M. 98, s. 2017).
2. School Heads (SH) who have yet to identify their PDC coordinators are requested to identify then send their names to [joyvhrd434@gmail.com](mailto:joyvhrd434@gmail.com) or text to **09460837963**. Further, SH are requested to allow their PDC coordinators to echo what transpired during the orientation in a school or district meeting.
3. For PDC Coordinators who were not able to attend the orientation, another orientation shall be conducted on **April 17, 2017, 3:00 P.M.** at the Division Office Conference 1. PDC kits shall be distributed after.
4. Immediate dissemination and compliance of this memorandum is desired.

**ATTY. AUGUSTIN P. LABAN III**  
Legal Officer III  
OIC- Schools Division Superintendent