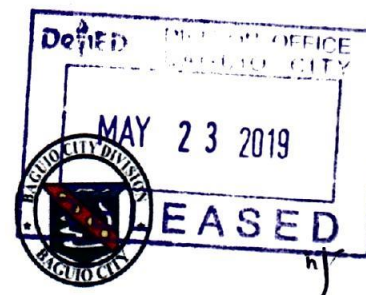




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City, 2600



Office of the Superintendent
 Division Memorandum Number 223s.2019

**RECONSTITUTING THE PERSONNEL DEVELOPMENT COMMITTEE IN THE DIVISION AND SCHOOL LEVELS
 AND SPECIFYING THEIR ROLES THEREIN**

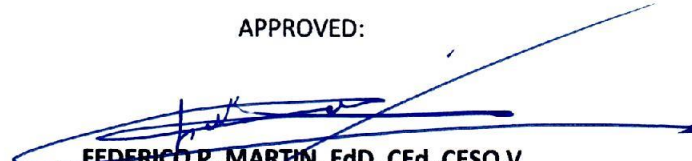
To: Division Chiefs
 AO V
 School Heads
 All personnel concerned

1. Relative to the CSC Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and the DepEd strategic directions on Learning and Development, the Personnel Development Committee (PDC) for 2019 onwards will be reconstituted.
2. The 2 major responsibilities of the PDC (*DepEd L and D directions*) are:
 - a. Leads the review of L&D policies, guidelines, plans, and other outputs, and recommends improvements, and endorses them to head of office
 - b. Serves as the Scholarship Committee in the selection of the best-qualified employees for scholarship/trainings.
3. The composition of the PDC in the Division and School levels are the following:

	Division Level	School Level	Major Responsibility/s
Consultants	SDS Federico P. Martin ASDS Soraya T. Faculo	PSDS	1. Guide the committee in strategic planning 2. Assess the impact of training on employee performance
Advisers	SGOD Chief Arthur Tiongán CID Chief Juliet C. Sannad		
Chairperson	Jovelyn Petra T. Balantin SEPS- HRD	School Head	1. Presents to consultants strategies, projects and activities that will address employee competency gaps 2. Craft policies to improve the L and D system based on M & E results or researches 3. Drafts L and D plans 4. Analyzes implementation gaps 5. Proposes L and D related activities 6. Prepares a scholarship information system covering processes and data.
Co-chairperson	Ma. Louella C. Moncada	MT or HT designated by the School Head	1. Assist the chairperson in her major functions
Members	1. Nieves D. Ebanio 2. Asuncion C. Saguid 3. Victor Fernandez 4. Sharon Castillo 5. Reynalyn Padsuyan 6. Julia Ladióng	CPD Coordinator LAC Coordinator 2-3 other members depending on school size	1. Gives relevant inputs on plans and policies that will improve L and D 2. Attends all meetings 3. Assesses qualifications of employees for scholarship/trainings 4. Coordinates with schools/units/divisions and the CSC on L and D activities 5. Network with organizations for scholarships
Secretariat	1. Don Jose Tolentino 2. Beverly Busaing	Designated by school head	1. Develop and maintain a Division/School TDIS 2. Prepare attendance sheets and assist in the checking of attendance of participants during trainings. 3. Help in following up of procurement papers on L and D activities

2. The schools are enjoined to reconstitute their respective PDC, review the L and D plan and develop tools/process flow to ensure the functionality of the school level PDC.
3. For information, dissemination and compliance.

APPROVED:



FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

osds/stf