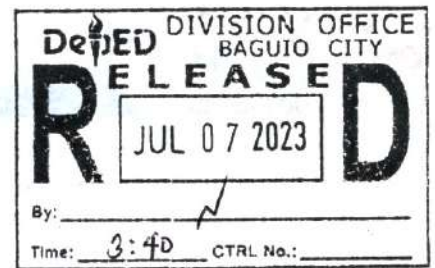




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 SCHOOLS DIVISION OF BAGUIO CITY



July 7, 2023

Division Memorandum
 Number: 270-2023

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

To: CID/SGOD Chief Education Supervisor
 Public Schools District Supervisors
 Administrative Officer V
 Elementary and Secondary School Heads
 All Personnel Concerned

1. In view of the change of management in the SDO, the Personnel Development Committee (PDC) is hereby reconstituted.
2. The two 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/IES
Consultants	SDS Soraya T. Faculo ASDS Christopher C. Benigno	PSDS	1. Guide the committee in strategic planning. 2. Assess the impact of training on employee performance.
Advisers	CID-Chief Juliet Sannad SGOD-Chief Niño M. Tibangay		
Chairperson	Jovelyn Petra T. Balantin -SEPS-HRDS	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 for researchers. 3. Drafts L and D plans. 4. Analyzes implementation gaps. 5. Proposes L and D related activities.





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			6.Prepare 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.Lourdes Lomas-e 3.Olivia Gomez 4.Armi Fiangaan 5.Juliet Piok 6.Asuncion Saguid	CPD Coordinator LAC Coordinator 2-3 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	Sam Faroden Babanga, and Maria Lorena Albatin Galera	Designated by School Head	1.Develop and maintain a Division/School HRIS. 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.

4. 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.
5. For clarifications, please contact JOVELYN T. BALANTIN, SAMUEL BAB-ANGA, or LORENA GALERA at Telephone Number 619-3492 or their respective FB Messenger accounts.
6. For information, dissemination, and compliance.

SORAYA T. FACULO, PhD, CESO VI
 OIC-Schools Division Superintendent

