



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

February 25, 2025

OFFICE MEMORANDUM
 No. 016, 2025

RECONSTITUTION OF PERSONNEL DEVELOPMENT COMMITTEE

To: Office of Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 All Others Concerned

- Pursuant to Civil Service Commission Memorandum Circular no. 43. S. 1993 as amended in MC 10, s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), Baguio City Division announces the new composition of the Division PDC who shall serve as screening and coordinating committee on providing timely, relevant and competency based human resource development programs and interventions to all teaching and non-teaching personnel.
- Human Resource Development and Training Programs refer to activities aimed at enhancing performance and career growth of DepEd employees which include but not limited to scholarships and study grants, trainings, seminars, workshops, conferences and other similar development interventions.
- The new composition of DO-PDC are as follows:

Consultant	SORAYA T. FACULO	SDS
Chairperson	CARMEL F. MERIS	OIC- ASDS
Members	JULIET C. SANNAD	CES- CIID Chair- Curriculum
	NINO M. TIBANGAY	CES-CID Chair-Logistics
	NIEVES D. EBANIO	AO-V
	HARRIS G. DIZON JR.	ITO
	BELEN R. TOMIN	Budget Officer
	JOVELYN T. BALANTIN	SEPS-HRD
	SAMUEL BAB-ANGA	EPS-II
	JERRY C. YMSON	SGOD-RPS
M AND E	ASUNCION SAGUID	SEPS- M & E
	JOCELYN COLDEG	ESPS-II





Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

4. The functions of the PDC are as follows
1. Implement policy guidelines for provisions on trainings and participation of teachers and personnel in meetings, workshops, for a and other educational and technical development activities.
 2. Prepare the Division's Human Resource Development and Training (HRDT) Plan based on competency assessment and training needs.
 3. Provision of support to the development of short term and long term Master Plans, Designs and Resource Packages for Division professional development and coordinates the same at the school and cluster levels.
 4. Coordinate the planning, implementation, monitoring, supervision and evaluation of activities.
 5. Prepare and submit training accomplishment reports to the SDS Office, Regional Director or DepEd- National Capital Region.
 6. Facilitate the issuance of memoranda and travel orders related to Training and Development (T & D) programs.
 7. Document and maintain databased of PDC deliberations and other pertinent records.
5. For information and guidance.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Schools Division Superintendent

NIEVES D. EBANIO PhD
Administrative Officer V