Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 MAR 2021

DIVISION MEMORANDUM
No. ___095___ s. 2021

COMPOSITION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF SCHOOLS DIVISION OF TAYABAS CITY AND SPECIFYING THEIR ROLES THEREIN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) 10, s. 1989 and CSC MC 43. S. 1993, mandating the establishment of Personnel Development Committee (PDC) in all government agencies and instrumentalities, the same is hereby created in the Schools Division of Tayabas City. Its main function is to serve as screening and coordinating committee on timely, relevant, and competency-based human resource development programs and interventions for teaching and non-teaching personnel.

2. It shall strengthen the merit and rewards system, integrate all human resource development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability, all covered in Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM).

3. In line with this, the Schools Division of Tayabas City constitutes its PDC, composed of the following:

Chairperson: Raymundo M. Cantonjos, CESO VI
Assistant Schools Division Superintendent

Co-Chairpersons: Dr. Edwin R. Rodriguez, CES, SGOD
Imelda C. Raymundo, CES, CID
Conrad C. Gabarda, Administrative Officer V

Members: Josefina R. Oabel, Human Resource Management Officer
Benjamin Millares, Budget Officer III
Agnes Luzadas, Accountant
Maria Corazon A. Borbon, SEPS-M&E

Secretariat: Fideliza V. Luces, Senior Education Program Specialist, HRD
Luzviminda E. Saludares, Education Program Specialist II, HRD

5. **FUNCTIONS OF THE PDC**

The PDC shall perform the following functions:

a. Implement policy guidelines for the provisions on training and scholarship programs, and participation of teachers and personnel in meetings, workshops, fora, and other educational and technical development activities;

b. Prepare the Division Master Plan for Professional Development (DMPPD) based on the competency assessment, training needs, which is to be updated annually;

c. Screen qualified nominees based on the policy guidelines and criteria set for scholarships and program participation, based on Local, National, and International standards;

d. Recommend to the agency head or his duly authorized representative the most qualified nominees and recipients through the HRMO in accordance with screening results, except if concerned recipient/s had been explicitly identified by the agency head in the exigency of the service and/or direct identification of trainees/recipients by the Central and Regional Offices.

6. **FUNCTIONS OF PDC SECRETARIAT**

The PDC Secretariat shall perform the following:

a. Prepare memoranda, notices, and agenda for convening, screening and deliberations/meetings of PDC;

b. Document and maintain database of PDC deliberations, including pertinent records and travel documents;

c. Disseminate scholarships/training/workshop invitations to all schools at least a month prior to the activity or the soonest possible time after receipt of communication;

d. Prepare assessment tools, forms and list of requirements for short listing;

e. Assist the candidates in the preparation/accomplishment of needed training and scholarship requirements; and

f. Provide assistance to the PDC in performing their functions in Learning & Development implementation.

7. The schools, likewise, are enjoined to constitute their respective PDC, review their L& Plan and develop tools/process flow to ensure the functionality of the school-level PDC.

8. This Memorandum shall take effect immediately.

9. Wide dissemination and strict compliance of this Memorandum is desired.

ANIANO M. OGAYON, CESO V
Schools Division Superintendent

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