



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 February 2025

DIVISION MEMORANDUM

No. 131 s. 2025

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

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

1. Pursuant to **Civil Service Commission (CSC) Memorandum Circular (MC) 10, s. 1989**, titled Establishing a Personnel Development Committee in All Departments and **CSC MC 43, s. 1993**, titled Streamlining and Deregulating Human Resource Development Functions, 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, related-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:

Name	Designation	Position
Dr. Herbert D. Perez, CESO VI	Chairperson	Assistant Schools Division Superintendent
Dr. Imelda C. Raymundo	Co-Chairpersons	CES-SGOD
Dr. Edwin R. Rodriguez		CES-CID
Conrad C. Gabarda		Administrative Officer V
Grasiela L. Hernandez		Human Resource Management Officer II
Benjamin A. Millares	Members	Administrative Officer V
Agnes M. Luzadas		Accountant III
Dr. Montano L. Agudilla Jr.		Senior Education Program Specialist-SMME

Luzviminda E. Saldares	Members	Senior Education Program Specialist - HRDS
Dr. Gener C. Delos Reyes		Representative, Division School Heads Association
Dr. Johncent Roy C. Tibordo		Representative, Division Teacher Association
Louie L. Fulleo		Level II Representative, DepEd National Employees' Union (NEU)
Juanito D. Domirez		Level I Representative, DepEd NEU
Secretariat		
La Trisha R. Dalit	Lead	Education Program Specialist II-HRDS
Regicelle D. Cabaysa	Member	OIC – Senior Education Program Specialist – Planning and Research

4. **FUNCTIONS OF THE PDC**

The PDC shall perform the following functions:

- a. Implement policy guidelines for the provisions on learning and development and scholarship programs, and participation of teachers and personnel in meetings, workshops, for a, and other educational and technical development activities with full consideration of Equal Opportunity Principle (EOP);
- b. Prepare the Division Master Plan for Professional Development (DMPPD) based on the competency assessment, learning development needs, and according to the nature/category of job/position of the employee with full consideration of EOP which is to be updated annually;
- c. Prepare an Annual Learning and Development Implementation Matrix with flexibility of implementation;
- d. 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;
- e. Implement all learning and development intervention program which shall be open to all employees regardless of age, gender, civil status, physical features, disability, religion, social status, income, familial responsibilities, ethnicity, political affiliation, or other similar personal circumstances;
- f. Conduct monitoring and evaluation of learning and development (L&D) intervention of the Division; and
- g. Review all results of monitoring and evaluation regarding L&D intervention and recommend policy enhancement for continuous improvement of L&D implementation.

5. **FUNCTIONS OF THE 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;
 - f. Provide assistance to the PDC in performing their functions in Learning and Development implementation;
 - g. Assist in the conduct of monitoring and evaluation of implemented L&D intervention program;
 - h. Keep and manage the learning and development records of all personnel;
 - i. Performs other relevant functions as may be deemed appropriate by the PDC.
6. The schools, likewise, are enjoined to constitute their respective PDC, review their L&D Plan and develop tools/process flow to ensure the functionality of the school level PDC.
7. This Memorandum shall take effect immediately upon its issuance and shall remain effective and in force until otherwise repealed and/ or modified.
8. Widest dissemination strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: None.

Reference:

CSC MC 10, s. 1989

CSC MC 43, s. 1993

To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT

SGOD- composition of the personnel development committee (pdc) of the schools division of tayabas city and specifying their roles therein
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