



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

18 Mar 2024

DIVISION MEMORANDUM  
No. 232 s. 2024

**2024 COMPOSITION OF PERSONNEL DEVELOPMENT COMMITTEE**

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

1. In reference to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989 titled "Establishing a Personnel Development Committee in All Departments, Agencies, Instrumentalities Branches and Subdivisions in Government, including Government-Owned or Controlled Corporations", through Division Memorandum No. 052, s. 2024, this office hereby amends its current constituted Personnel Development Committee, to wit:

A. 2024 Composition of Personnel Development Committee (PDC)

Chairperson	Herbert D. Perez Asst. Schools Division Superintendent
Vice-Chairperson	Edwin R. Rodriguez Chief Education Supervisor, CID
Members	Regicelle D. Cabaysa OIC-Senior Education Program Specialist – HRD  Grasiela L. Hernandez Human Resource Management Officer II  Benjamin A. Millares Budget Officer III  Agnes M. Luzadas Accountant III  Montano L. Agudilla Jr. SEPS M & E

Representative of Different Organizations

- Non-Teaching Personnel (Levels 1 & 2)

Conrado C. Gabarda  
Administrative Officer V, President

Christian J. Bables  
Vice-President (Alternate)

- Public School Heads Association

Gener C. Delos Reyes  
Principal IV, President (Principal Representative)

Joy B. Go  
Principal IV, Vice-President (Alternate)

- Teachers' Association

Johncent Roy C. Tibordo  
Master Teacher I, President (Principal Representative)

Joel N. Dela Cruz  
Master Teacher I, Vice President (Alternate)

Focal Persons /  
Secretariat

Edwin R. Rodriguez  
Chief Education Supervisor, CID

Michael Leonard D. Lubiano  
Education Program Supervisor

La Trisha R. Dalit  
Education Program Specialist II

B. Functions and Responsibilities

- The Personnel Development Committee
  1. Develops, adopts and implements a judicious screening process and criteria in the selection of nominees / candidates to ensure equitable distribution of scholarship as well as training and development opportunities among officials and employees of the Department.
  2. Periodically reviews existing policies, processes, guidelines and procedures relevant to the Committee functions and in relation to the career development and management systems and other human resource development program of the Department and recommend improvements thereon.






3. Evaluates and deliberates on the qualifications of candidates / nominees to:

- a. Local scholarships (Department-sponsored or locally funded);
- b. Foreign scholarships. Trainings and short-term course;
- c. Learning 7 Development opportunities

• The Secretariat

1. Assists the Committee in the performance of its functions.
2. Ensures that the approved guidelines and documented agreements are followed in the process of identifying recommendee to the scholarships / trainings.
3. Raises issues encountered for resolution of the PDC, if needed.
4. Continuously explores training opportunities, scholarship programs and other capability building activities for all employees.
5. Ensures wide and timely circulation to the extent possible, of notices / invitations for personnel development.
6. Prepares response to written queries of nominees to the status of their application.
7. Assists the PDC during criteria setting and deliberations by;
  - a. Preparing the Matrix of qualified candidates based on the submitted nominations;
  - b. Preparing minutes of PDC meetings, resolutions and other required documents.
8. Prepares reports, communications, concerning scholarships / trainings.
9. Provides updates to the PDC and the Head of Office for any scholarship / learning and development program opportunities.

2. For information, guidance and compliance.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: None

Reference: CSC Memorandum Circular No. 10, s. 1989 and DM No. 052, s. 2024

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

COMMITTEE

CID – 2024 composition of personnel development committee  
CIDGL3CR-000323 / March 18, 2024