



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



**REGIONAL MEMORANDUM**

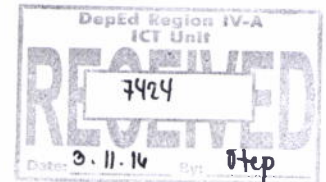
No: 060, s. 2016

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM :   
DIOSDADO M. SAN ANTONIO  
Director IV

SUBJECT : **ESTABLISHING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF  
REGION IV-A**

DATE : March 10, 2016



Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. of 1989 on the formation of a Personnel Development Committee (PDC) in all agencies, this Office will create the same. Its main function is to serve as screening and coordinating committee on providing timely, relevant and competency-based human resource development programs and interventions to teaching and non-teaching personnel.

Each Division Office is hereby requested to create its own set of PDC.

1. The Regional Office PDC is composed of the following :

Chairperson	: Beatriz G. Torno	-	Assistant Regional Director
Co-Chairperson	: Luz E. Osmena	-	Chief, Human Resource Development Division (HRDD)
	Erico M. Habijan	-	Chief, Curriculum and Learning Management Division (CLMD)
	Ann Geralyn T. Pelias	-	Chief, Administrative Officer





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Members	:	Ma. Susana B. Oliveros	-	Administrative Officer V
		Jisela N. Ulpina	-	Education Program Supervisor
		Viernalyn M. Nama	-	Education Program Supervisor In-Charge (L&D)
Secretariat	:	Alain F. Razalan	-	Education Program Specialist

## 2. TERMS OF DUTY

The members of the PDC shall serve for a period of one (1) year from the date of designation, subject to renewal at the discretion of the Head of Agency.

## 3. FUNCTIONS OF THE PDC

The PDC shall perform the following functions :

- A. Implement policy guidelines for 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 Regional Human Resource Learning and Development (HRLD) Plan based on the competency assessment, training needs which is to be updated annually;
- C. Screen qualified nominees based on the HRD Plan, 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/her duly authorized representative the most qualified nominees and recipients through the HRMO in accordance with screening results , except if concerned recipients(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.





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#### 4. FUNCTIONS OF PDC SECRETARIAT

- A. Disseminate scholarship/training/workshop invitations to all Schools Division Offices at least a month prior to the activity;
- B. Prepare assessment tools, forms and list of requirements of nominees and pre-screen qualifications based on documents, records and sponsor requirements for short listing;
- C. Assist the candidates in the preparation/accomplishment of needed training and scholarship requirements;
- D. Prepare notices and agenda for convening for screening/deliberations/meetings of the PDC and ;
- E. Document and maintain database of PDC deliberations, including pertinent records and travel documents.

For immediate dissemination and implementation.

