



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

9 January 2023

Division MEMORANDUM

No. 016, s. 2023

To : Assistant Schools Division Superintendent
Functional Division and Section Heads
Education Program Supervisors and Coordinators
Public Schools District Supervisors/District-in-charge
All School Heads and Teachers
This Division

**RECONSTITUTED COMPOSITION AND FUNCTIONS OF THE PERSONNEL
DEVELOPMENT COMMITTEE (PDC) AND THE TERMS OF REFERENCE (TOR)**

1. The field is hereby informed of the Composition of the Personnel Development Committee (PDC) of this Division, to wit:

Chairperson:	GILBERT L. GAYRAMA, PhD, CESO VI Assistant Schools Division Superintendent
Vice- Chairperson:	ELVIRA S. URBIZTONDO, PhD Chief, Schools Governance & Operations Division FLUELLEN L. COS, PhD Chief, Curriculum Implementation Division
Members:	
CID Representative	CARLOS TIAN CHOW C. CORREOS, MAELT Manager- Education Program Supervisor, LRMS
SGOD Representative	MARY LUZ B. ADVINCULA-NIERE, MBA Senior Education Program Specialist, HRD
OSDS Representative	SHIRLENE E. CRABAJALES, JD Administrative Officer V
QATAME In-Charge	MARK ROLYN P. PIEDAD, MBA Senior Education Program Specialist, M&E
External Affairs In-Charge	ALEX S. MISTULA, MAEd Senior Education Program Specialist, SocMob





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PMIS In-Charge

UCILLE P. GALVEZ, MAEd

Senior Education Program Specialist, Planning & Research

Finance Officer

BETHANY E. CLIMACO, CPA

Accountant III

IRENE G. AJOC, PhD

Education Program Supervisor, Filipino

MARVIN G. MINGUILLAN

Information & Communications Technology Officer

Secretariat Head:

ERLYN G. MANGADLAO

Education Program Specialist II, HRD

Members:

School Leaders
In-Charge

JOEVANIE L. DEMAFILES

Education Program Specialist II, M&E

Teaching Personnel
In-Charge

LIEU GEE KEESHIA C. GUILLEN

Project Development Officer II, LRMS

Division Non-Teaching
Personnel In-Charge

JUNE C. GUERRA

Administrative Officer IV, RSP

District Non-Teaching
Personnel In-Charge

JOIELYN D. PASCO

Administrative Officer II, Personnel





2. Below are the **Personnel Development Committee (PDC) Functions and Terms of Reference (TOR)**

- a. The PDC shall have the primary responsibility of formulating and establishing the Learning and Development (L & D) Program for all the personnel in the DepEd – Schools Division of Surigao del Sur.
- b. Specifically, the PDC shall:
 - i. Determine the training fees, amount of honorarium for resource person services, and other training-related expenses;
 - ii. Authorize the attendance of agency personnel in training, seminar workshops, conventions, conferences, symposia, and for a sponsored by non-governmental organizations or private institutions;
 - iii. Authorize the availment of external service providers in conducting inhouse learning and development programs;
 - iv. Select, nominate, and authorize personnel for local and international training and scholarship grants;
 - v. Together with the Schools Division Superintendent, cascade REDP directions and priorities which will serve as an anchor for all L&D programs/initiatives of own division.
 - vi. Recommend L&D policy improvements;
 - vii. Develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs, in accordance with DepEd Policies;
 - viii. Serve as the Scholarship Committee that screens and endorses nominees from the division for scholarship programs for approval by the Regional Office'
 - ix. Recommend the designation of L&D PMT, if needed, to implement one or more L&D subsystems;
 - x. Review and approve LDNA plan, and direct the L&D to proceed with the conduct of the LDNA;
 - xi. Review and endorse LDNA report to the Schools Division Superintendent for approval
 - xii. Review SPPD for inclusion in the DO-SPPD
 - xiii. Review and endorse DO-SPPD to Schools Division Superintendent for approval





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- xiv. Review and approve designs and learning resource packages for L&D programs;
- xv. Track progress of L&D program delivery and update to Schools Division Superintendent
- xvi. Ensure that L&D QATAME processes, procedures, and reporting are implemented by Division Office'
- xvii. Review and endorse a report on DO-SPPD accomplishment and results to the Schools Division Superintendent for approval;
- c. The Secretariat shall assist the PDC in performing functions, specifically in preparing documentation of candidates, study grants, PDC deliberations, etc.
- d. In the selection of participants in L&D and scholarships programs, the PDC shall ensure that such L&D and scholarships opportunities are equitably distributed and are awarded to deserving employees considering such factors as length of service, performance levels, learning and development needs and, when necessary, the status of appointment.
- e. All expenditures for the purposes of the above-mentioned shall be subject to the usual accounting and auditing rules and regulations.
3. All other provisions in DM 283, s. 2022 and other preceding memoranda shall remain the same unless revoked by this issuance.
4. For your guidance and action. Immediate dissemination of this memorandum is desired.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent


GILBERT L. GAYRAMA, CESE
Assistant Schools Division Superintendent

Encl.: NONE

References:

DM 283, s. 2022 CSC MC No. s. 1989
CSC MC No. s. 1993 CSC PRIME-HRM Learning and Development
DepEd Learning and Development System Manual
To be indicated in the Perpetual Index

under the following subjects:

L&D	PRIME-HRM	PDC	SCHOLARSHIP	TRAINING
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LGKG/LRMS/DM- RECONSTITUTED COMPOSITION AND FUNCTIONS OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) AND THE TERMS OF REFERENCE (TOR)
016 /JANUARY 09, 2023

