



Republic of the Philippines
Department of Education (DepEd)
Regional Office No. VIII (Eastern Visayas)
DIVISION OF NORTHERN SAMAR



Mabini St., Brgy. Acacia, Catarman, N. Samar, 6400, Philippines

ANNEX A

November 27, 2020

DIVISION MEMORANDUM

No. 295-A, s. 2020

**COMPOSITION OF THE DIVISION PERSONNEL DEVELOPMENT
COMMITTEE (PDC)**

TO : Assistant Schools Division Superintendent
All Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) N. 43, s. 1993 and as amended in MC 10, s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), the same is hereby created in the Department of Education, Division of Northern Samar. Its main function is to customize criteria and to screen qualified candidates to trainings, scholarships, and awards.
2. The Division of Northern Samar's PDC is composed of the following:

Chair: Dr. Crista Joy A. Torbila, ASDS

Co-Chairpersons: Noe M. Hermosilla, Chief, SGOD
Michelle D. Caguimbal, Admin Officer V

Members: Dr. Alex B. Rejuso, Chief, CID
Sylvia D. Villanueva, CID EPS
Dr. Elna D. Enano, SGOD EPS
Jocelyn I. Acebuche, Div. Planning Officer
Deah A. Gamao, Division Accountant

Secretariat: Dr. Felix J. Ladeño, HRD SEPS
Peter R. Bobiles, HRD EPSp II
3. 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 Schools Division Superintendent
4. The PDC shall perform the following functions, to wit:



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- a. Implement policy guidelines on awards, training and scholarship programs participation of Division Office personnel in meetings, workshops, fora and other educational and technical development activities as mandated in the policy;
 - b. Review Learning and Development activities based on the competency assessment and training needs which is to be updated annually in the Annual Implementation Plan;
 - c. Screen qualified nominees based on L&D plan, policy guidelines and criteria set for awards, scholarships and program participation (based on local, national and international standards);
 - d. Determine provisions for training/scholarship contract, training funds and other individual and group entitlements;
 - e. Recommend to the Agency Head or his duly authorized representative the most qualified nominees and recipient(s) who have been explicitly identified by the agency head in the exigency of the service;
 - f. Prepare pertinent papers relative to study and non-study opportunities such as memorandum, announcement, request for travel authority and scholarship contracts;
 - g. Assist the candidate in the preparation/accomplishment of needed training and scholarship contracts;
 - h. Prepare notices and agenda for convening for screening/deliberation, including employees' pertinent records and travel documents; and,
 - i. Do other tasks as may be assigned by the Office in accordance with DepEd and CSC rules, policy and procedures Learning and Development.
5. For immediate dissemination and implementation.


GORGONIO G. DIAZ JR., PhD, CESO V
Schools Division Superintendent



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