



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

October 19, 2021

**DIVISION MEMORANDUM**

No. 521, s. 2021

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

To: Assistant Schools Division Superintendent  
Chief Supervisors  
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 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 Schools Division of Northern Samar, herein listed as follows:

Chairperson	:	DR. CRISTA JOY A. TORBILA, ASDS
Co-Chairpersons	:	NOE M. HERMOSILLA, SGOD Chief MICHELLE D. CAGUIMBAL, Admin. Officer V
Members	:	DR. ALEX B. REJUSO, CID Chief SYLVIA D. VILLANUEVA, CID EPS ELNA D. ENANO, SGOD EPS MERLITA B. FAJARDO, SEPS for SMM&E FELIX J. LADENO, SEPS for HRD JOCELYN I. ACEBUCHE, PO III DEAH A. GAMAO, Division Accountant III CARMENCITA L. MARTIRES, HRMO IV MA. JOY L. GEPOLLO, Budget Officer MARBE ANN S. CAGRO, ADAS III
Secretariat	:	PETER R. BOBILES, EPSp II for HRD

2. The PDC shall have the primary responsibility for formulating and establishing the Learning and Development (L&D) program for all the personnel in the Division.

3. Specifically, the PDC shall:

- a. Implement policy guidelines on L&D and scholarship program and participation of personnel in seminars, workshops, fora and other educational and technical development activities;



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- b. Review Learning and Development activities based on the competency and training needs and recommend for approval;
- c. Screen qualified nominees' participation for awards, scholarships, trainings and seminars both local and international;
- d. Determine provisions for training/scholarship contract, training funds and other individual and group entitlements;
- e. Recommend to the Schools Division Superintendent or his duly authorized representative the most qualified nominee(s) and recipient(s) for any L&D programs 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, travel documents and scholarship contracts;
- g. Assist the candidate/nominee in the preparation/accomplishment of needed training and scholarship contracts and other needed documents;
- h. Evaluate L&D activity proposal from an external partner and authorize the same, after evaluation of documents, conduct of L&D activities;
- i. Recommend L&D Policy enhancements and improvements;
- j. Review and endorse LDNA report to the SDS for approval;
- k. Review and approve designs and learning resource packages for L&D programs; and
- l. Do other tasks as may be assigned by the Office in accordance with DepEd and CSC rules, policy and procedures for Learning and Development.

4. In the selection of participants in L&D and scholarship programs, the PDC shall ensure equal opportunities to deserving employees considering the outstanding or very satisfactory performance rating (whichever is required), length of service, L&D needs, and when necessary, status of appointment.

5. All expenditures for the purposes of the abovementioned provisions are subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is highly desired.

  
**RAUL D. AGBAN, EdD**  
OIC-Schools Division Superintendent