



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 032, s. 2024

JAN 30 2024

**RECONSTITUTION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) TO
INSTITUTIONALIZE THE LEARNING AND DEVELOPMENT (L&D) SYSTEM
IN THE SCHOOLS DIVISION OF KABANKALAN CITY**

To: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989 titled *Establishing a Personnel Development Committee in All Departments, Agencies, Instrumentalities, Branches, and Subdivisions of Government, Including Government-Owned or Controlled Corporations*, the Personnel Development Committee (PDC) of the Schools Division of Kabankalan City is hereby reconstituted as follows:

Chair: **MA. TERESA P. GEROSO, CESO VI**, Assistant Schools Division Superintendent

Co-Chair: **CECILIA G. ABELLO, PhD**, Chief Education Supervisor (SGOD)
JUNRY M. ESPARAR, PhD, Chief Education Supervisor (SGOD)

Regular Members: **EULYNE D. LUCERNA**, Senior Education Program Specialist (HRD)
MERALIE MAE B. GUALDRAPA, Accountant III
ARNOLD S. MAGDAET, Administrative Officer V (General Services)
LYN ROSE E. OTEA, Administrative Officer V (Budget)
CHRIS G. ERABON, Human Resource Management Officer II

Auxiliary Members: Curriculum Implementation Division
JESUSA G. DE LA PAZ, Public Schools District Supervisor
JACQUELINE B. DAGUNAN, Public Schools District Supervisor
SATURNINO PABALINAS JR, PhD Public Schools District Supervisor
ANN YVONNE B. VINGNO, Public Schools District Supervisor
LARLIN Q. QUIRIT, Public Schools District Supervisor
MIGUEL G. PEÑARANDA III, Public Schools District Supervisor
JOLLY G. GARIANDO, JR, Public Schools District Supervisor
JERRALYNE E. LIMACO, Public Schools District Supervisor
FAUSTINO T. PADILLA, JR, Public Schools District Supervisor
MARY JOAN G. DAYON, Public Schools District Supervisor
XYZETTE V. GANZA, PhD, Education Program Supervisor
ROMEO G. POYOGAO, Education Program Supervisor
ANALIE V. ALMAIZ, Education Program Supervisor
EDEN JOY B. NIFRAS, Education Program Supervisor
RENE S. ERILLO, Education Program Supervisor
BLAS P. TABAYAG, JR, Education Program Supervisor
JENELYN T. ARGAMASO, Education Program Supervisor
MARY HELEN M. BOCOL, Education Program Supervisor
NEMIA T. LUCERNA, Education Program Specialist II

School Governance and Operations Division
JULIETA V. GEMPISON, PhD, Education Program Supervisor
SHEINA S. SAQUIAN, Senior Education Program Specialist (Social Mobilization)
JONALYN DE LA CERNA, Senior Education Program Specialist (SMM&E)
REBONIE F. EMBOLTORIO, PhD, Senior Education Program Specialist (P&R)



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Secretariat: **KEAN VON G. YUPRACIO**, Education Program Specialist II

2. The Regular Members of the PDC supported by the Auxiliary Members, when needed, shall be primarily responsible in institutionalizing the L&D System in the Schools Division of Kabankalan City, specifically in:
 - a. ensuring alignment of the SDO L&D programs and initiative with the DepEd strategic goals and objectives;
 - b. providing L&D strategies and recommending directions to SDO implementing units, based on needs assessment, performance evaluation results, and emerging internal and external mandates;
 - c. ensuring the utilization of competency-based learning needs assessment and analysis reports prepared in the crafting of the SDO Strategic Learning and Development Plan;
 - d. recommending the approval of the SDO Strategic Learning and Development Plan;
 - e. crafting Learning and Development Program Designs and developing Learning and Development Resources Packages based on the approved Strategic Learning and Development Plan;
 - f. managing and/or monitoring the delivery of learning and development programs included in the Strategic Learning and Development Plan;
 - g. reviewing and recommending for approval the School Plans for Professional Development (SPPDs) and Learning and Development Program Designs;
 - h. screening and evaluating applicants for scholarship programs; and
 - i. reviewing and recommending for approval the Annual PDC Accomplishment Report prepared by the Secretariat.
3. The PDC Secretariat shall provide secretariat support to the PDC in carrying out its activities and tasks and prepares the Annual PDC Accomplishment Report.
4. Furthermore, this Office has ensured that there was no discrimination on the account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or any other similar factor or circumstance that run counter to the principles of equal opportunity in the designation of the members of the PDC; while the PDC shall ensure that the L&D planning, designing, execution, and program delivery as well as the selection of applicants for scholarship programs shall be in accordance with the Equal Opportunity Principle (EOP) and the guidelines such that equal opportunities shall be given to all employees and those belonging to specialized groups. The committee shall ensure that the said groups are not left behind because of their limitations and restrictions.
5. Strict compliance of the PDC with and wide and immediate dissemination of this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent