



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of negros oriental

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 334, s. 2023

15 MAY 2023

**RECONSTITUTION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF THE
SCHOOLS DIVISION OF NEGROS ORIENTAL**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/ District In-Charge
Elementary & Secondary School Heads
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 10 s. 1989 and Memorandum Circular No. 03 s. 2006 Re: **Terms of Reference of the Personnel Development Committee (PDC)** states that the PDC shall be established in each Department or agency, which will “provide support functions to management in selection of agency nominees to training development and scholarship programs in accordance with existing civil service policies and standards” furthermore, more memorandum circulars were issued to further expand the roles and responsibilities of the PDC.
2. This office hereby announces the reconstitution of the **Personnel Development Committee (PDC)** members and secretariat of the Schools Division of Negros Oriental to compose the following officials/personnel effective May 15, 2023, viz:

PERSONNEL DEVELOPMENT COMMITTEE (PDC)

Adviser:	Dr. Neri C. Ojastro, CESE
Chair:	Dr. Joelyza M. Arcilla, ASDS
Co-Chair:	Dr. Marcelo K. Palispis, ASDS Dr. Nilita L. Ragay, ASDS/ CID Chief
Vice-Chair:	Dr. Rachel B. Picardal, SGOD Chief
Focal Person:	Ms. Iryll Mae S. Macahig, SEPS- HRDS
Members:	Dr. Carmelita A. Alcala, EPS Ms. Rosela R. Abiera- EPS, LRMSD Manager Mrs. Lani B. Yurong, AO V Ms. Jian A. Diaz, AO IV Dr. Dan P. Alar, EPS, NEU Rep. Dr. Andrea Luz S. Englis- PSDSA, Inc. Mr. Darwin E. Lindayao- Teachers' League Dr. Luisito R. Divinagracia- NAPSSPHIL Mrs. Ma. Jennifer P. Piodos, Accountant



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Dr. Susuna S. Austero- Zamboabguita CES
Mrs. Rowena Z. Trofeo, Teachers' League
Rosyl Geraldine M. Partosa, RGC- CORNHS
Mrs. Lydia D. Cacas, Budget Officer
Dr. Karl T. Credo, Planning Officer III
Mr. Dennis Charl F. Andalajao, SEPS- M&E
Mrs. Remylin V. Gaogao- ITO- NEU Rep.
Dr. Geraldine B. Omillo- EPS II-HRDS

Secretariat:
Ms. Marielle V. Timonan
Ms. Sheena Lee B. Torres
Mr. Roy M. Cadinan

3. The Responsibilities of the Division **Personnel Development Committee (PDC)** are as follows:

a. L&D Governance

- Together with the SDS cascade DEDP directions and priorities which will serve as anchor for all L&D programs/initiatives of own schools division
- Recommend L&D policy improvements
- Develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs in accordance with DepEd policies
- Serve as the Scholarship Committee that screen and endorse nominees from the division and schools for programs for approval by the Regional Director
- Recommend designation of L&D PMT if needed to implement one or more L&D subsystems

b. L&D Needs Assessment

- Review and approve LDNA plan and direct the L&D PMT to proceed with the conduct of the LDNA
- Review and endorse LDNA report to the SDS for approval

c. L&D Planning

- Review S-SPPDs for inclusion in the DO SPPD
- Review and endorse DO-SPPD to SDS for approval

d. L&D Designing and Resource Package Development

- Together with the SDS, review and approve designs and learning resource packages for L&D interventions

e. L&D Delivery

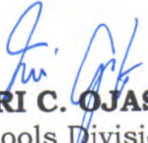
- Track progress of L&D program delivery and update SDS

f. L&D QATAME

- Ensure that L&D QATAME processes, procedures and reporting are implemented by the Schools Division Office
- Review and endorse report on DO-SPPD accomplishments and results to the SDS for approval

4. This serves as a **Designation Order**.

5. For the information, guidance, and compliance of all concerned.


NERI C. OJASTRO EdD, CESE
Schools Division Superintendent
Office of the Schools Division Superintendent
5/15/23