



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

Tel. Number: (036) 620-2371-73, Fax: (036) 621-0974  
Website: <http://depedcapiz.ph>



January 25, 2021

DIVISION MEMORANDUM

No. **024**, s. 2021

**ESTABLISHING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)  
OF THE SCHOOLS DIVISION OF CAPIZ**

To Assistant Schools Division Superintendent  
Chief Education Supervisors of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/Officers In-Charge of the District  
Division Unit Heads  
Schools Division Personnel

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 10, s. 1989 and amended by Memorandum Circular (MC) No. 43, s. 1993, all agencies are required to establish a Personnel Development Committee (PDC), the same is hereby created in the Schools Division of Capiz. Its main function is to serve as screening and coordinating committee on providing timely, relevant and competency-based human resource development programs and interventions to teaching and non-teaching personnel.

2. The PDC is composed of the following:

Chairperson	:	Nicasio S. Frio, CESO VI, Asst. Schools Division Superintendent
Members	:	Marlon P. Destreza, Ed.D., SGOD Chief Segundina F. Dollete, Ed.D., CID Chief Elenia P. Baranda, Education Program Supervisor-Mathematics Sharon S. Barrientos, Administrative Officer IV (Personnel) Atty. Benjie Doce, Division Accountant III
Secretariat	:	Edna B. Azcarraga, PhD, Education Program Supervisor - SGOD Immaculada J. Amores, PhD, SEPS-HRD Ronald D. Dile, SEPS-M & E Jerry V. Mosquite – EP Specialist II-HRD Mary Grace A. Atinon – EP Specialist II-M & E

### 3. TERMS OF DUTY

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 Head of Agency.

### 4. FUNCTIONS OF THE PDC

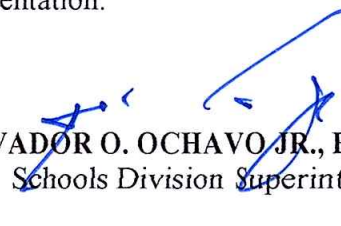

The PDC shall perform the following functions during their term:

- A. Implement policy guidelines for provisions on training and scholarship programs, and participation of teachers and personnel in meetings, workshops, fora, and other educational and technical development activities;
- B. Prepare the Division's Human Resource Development and Training (HRDT) Plan based on the competency assessment, training needs which is to be updated annually;
- C. Screen qualified nominees based on the HRDT Plan, Policy Guidelines and criteria set for 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 recipients in accordance with screening results, except if concerned recipient(s) had been explicitly identified by the agency head in the exigency of the service and/or direct identification of trainees/recipients by the Central and Regional Offices and

### 5. FUNCTIONS OF THE PDC SECRETARIAT

- A. Disseminate scholarship/training/workshop invitations to all school and units who are directly concerned.
- B. Prepare assessment documents (forms and list of requirements) of nominees and pre-screen qualifications based on documents, records and sponsor requirements for shortlisting;
- C. Prepare pertinent papers relative to study and non-study opportunities such as memorandum on announcements, request for travel authority and scholarship contracts;
- D. Assist the candidate in the preparation/accomplishment of needed training and scholarships requirements;

- E. Prepare notices and agenda for convening for screening/deliberations/meetings of the PDC and
  - F. Document and maintain database of PDC deliberations, including employees' pertinent records and travel documents.
6. For immediate dissemination and implementation.

  
SALVADOR O. OCHAVO JR., EdD, CESO V  
Schools Division Superintendent 

## **GUIDELINES IN HUMAN RESOURCE DEVELOPMENT AND TRAINING PROGRAMS**

(Personnel Development Committee)

As a field office of the largest human resource development agency which is the Department of Education, the Schools Division Office (SDO)-Capiz, recognizes and values its human resources and considers a systematic program of career and professional development as its paramount concern.

**SDO-Capiz** provides opportunities for professional development and technical skills enhancement for teachers and non-teaching personnel for a more effective delivery of educational services to all stakeholders. We recognize the sources of development activities, i.e., internal (from competency assessment results), regional, national and foreign scholarship/training grants.

**HUMAN RESOURCE DEVELOPMENT AND TRAINING PROGRAMS** refer to activities aimed at enhancing performance and career growth which include but not limited to scholarships and study grants, trainings, seminars, workshops, conferences and other similar development interventions.

- a. development courses include orientation, basic and functional skills training, value formation and development, pre-retirement seminars and other development programs as part of succession planning; and
- b. specialized, technical or scientific seminars including capability building, skills development or enhancement and benchmarking

Other related Personnel Training Programs are -

1. Competency-Based Training
2. Teaching Strategies
3. Induction Program
4. Frontline Services Management Seminar
5. Orientation on Updates on DepEd Programs, Thrusts and Mandates
6. RPMS Orientation and Mentoring/Coaching Sessions
7. Values Development Programs
8. DRRM Drill and Exercises
9. Benchmarking Studies

**A PERSONNEL DEVELOPMENT COMMITTEE** is tasked to implement the following policies and procedures in human resource development and training programs.

The **GENERAL GUIDELINES** shall apply to all human resource development and training programs:

- a. All invitations to local and foreign-funded scholarship and study grants, trainings, seminars, workshops, and similar development activities and sent to SDO-Capiz (c/o the schools Division Superintendent) and must be forwarded to the PDC for appropriate action(s).
- b. Invitations shall be disseminated through a division advisory to all schools and units, attention: school heads and section chiefs, whichever is applicable.
- c. All applicants should be recommended by their respective school heads/section chiefs
- d. Recipients' human resource development and training programs shall be based on the applicants' needs, competency and performance gaps and career path.
- e. At the time of application, applicants should:
  - be permanent employees and not be more than 55 years old
  - have rendered at least two (2) years of service;
  - have obtained a performance rating of at least Very Satisfactory (VS) for the last two consecutive rating periods;
  - be physically and mentally fit (with attached medical certificate)
  - have no pending criminal or administrative case (with certification issued by the Office)
  - have no pending service obligation (with Certification from HR Officer)
  - have no approved application for any other local or foreign scholarship (with Certification from HR Officer)
- f. Attendance of personnel in authorized human resource development programs shall be on official business or official time, depending on the nature of the program.
- g. Scholarships and long-term training shall be covered by a service contract to be executed between the recipient and the Schools Division Superintendent.
- h. Financial assistance may be extended by the SDO, if funds are available.
- i. Returning scholars or trainees must submit, a report on their learning experiences within five (5) days upon return accompanied by a certificate of completion/participation.

Scholars must render the service obligation as follows:

Scholarship Period

Service Obligation

A fraction of a year	1 year
One (1) Year	2 years
Two (2) Years	4 years

- j. No service obligation is required for trainings, workshops and conferences but only terms of reference or statement of tasks and deliverables after the activity.
- k. Specific screening criteria for training and scholarship grants (local and foreign) shall apply.

**Attachment 1**

**1. PARTICIPANT REQUIREMENT**

**General Requirements:**

- 1. Not more than 55 years of age
- 2. Has no pending administrative and/or criminal case
- 3. Never availed any scholarship program sponsored by DepEd or other attached agencies
- 4. Must have obtained at least very satisfactory performance for the last two (2) years
- 5. Master's Degree Program Nominees should have a general weighted average of not lower than 2.5 (or its equivalent) in their undergraduate level while Doctoral Degree Program Nominees should have a general weighted average of not lower than 2.0 (or its equivalent) in their Master's Degree Program. (Those with master's degree and planning to take up another master's degree are not encouraged to apply likewise to those with doctoral degree already and planning to take up another doctoral degree program)
- 6. Good condition of health (proven by a medical certificate - Form 86)

**Qualification Requirements:**

- 1. Candidates/Nominees must have rendered at least two (2) years of service
- 2. Must hold a permanent appointment
- 3. Must not have a pending application for scholarship under another program

**B. DOCUMENTARY REQUIREMENTS (1 Copy Only) - All photocopy documents should be certified true copy by the School Head**

- 1. A letter of intent addressed to the Schools Division Superintendent duly indorsed by the School Principal
- 2. Updated Personal Data Sheet
- 3. Medical Certificate (Form 86)
- 4. Service Record
- 5. Photocopy of Performance Rating for the last two years
- 6. For Teachers: Outstanding Accomplishments (e.g. Action Research, Academic Projects, Other Co-Curricular Activities Managed, Publication/ Articles in Division/Regional/National Levels, Innovations)- Documents should be actual documentary report/paper certified by the school head or Responsible Party/ Agency; For NTP: Special Assignments to be certified by their immediate superior

7. Photocopy of Transcript of Records (Baccalaureate and Master I Degree, if any)
8. Proposed Re-entry Action Plan
9. Certification of the Principal that the nominee has no pending scholarship nomination to another program
10. Certification of the Principal that the nominee has never availed any scholarship program sponsored by DepEd or other attached agencies
11. Certification from the Principal that the nominee has no pending administrative case and/or criminal case
12. For teachers, Certification from the Principal of the subject being taught by the nominee

**C. OTHER DOCUMENTARY REQUIREMENTS TO BE SUBMITTED IF ACCEPTED**

1. School Registration Card
2. Tuition Fee Official Receipt
3. Scholarship Contract

**Attachment 2**

**D. CRITERIA FOR THE SELECTION OF SCHOLARS**

**For Teaching & Teaching-Related Personnel:**

<b>CRITERIA</b>	<b>POINTS</b>
Performance	35
Experience	5
Outstanding Accomplishments (Meritorious Accomplishments)	20
Intelligence Test	20
Re-Entry Action Plan	10
Psycho-social Attributes	5
Interview	5
<b>TOTAL</b>	<b>100</b>

**For Non-Teaching Personnel:**

<b>CRITERIA</b>	<b>POINTS</b>
Performance	35
Experience	5

Special Assignments	20
Intelligence Test	20
Re-Entry Action Plan	10
Psycho-social Attributes	5
Interview	5
<b>TOTAL</b>	<b>100</b>