



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 19, 2024

DIVISION MEMORANDUM
NO. **101** S. 2024

**RECONSTITUTION AND DESIGNATION OF THE SCHOOLS DIVISION OFFICE
PERSONNEL DEVELOPMENT COMMITTEE (PDC)**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and
Integrated Schools
All Others Concerned

1. In compliance with Civil Service Commission Memorandum Circular (CSC-MC) No. 10 s. 1989 establishing Personnel Development Committee for all Government Entities and amended by CSC-MC No. 43 s. 1993 titled, "Streamlining and Deregulating Human Resource Development Functions" the Department of Education through Bureau of Human Resource and Organization Development (BHROD) in partnership with the National Educators Academy of the Philippines (NEAP) is in charge of developing competency models, and managing the Human Resource Information System (HRIS) in which Learning and Development Information System (LDIS) is a component.
2. In order to manage the full Learning and Development cycle of needs assessment, planning, design, learning resource package development, delivery, and monitoring and evaluation, the Personnel Development Committee (PDC) and Secretariat of this Division is hereby reconstituted.
3. As per DepEd L and D System Manual specifically Table 8 on page 96, the Schools Division of Capiz PDC is composed of the following:

Chairperson : Luz U. Banson EdD, CESE
OIC-Office of the Asst. Schools Division Superintendent

Members : Edna B. Azcarraga, PhD
OIC, Chief Education Supervisor- SGOD



Address: Banica, Roxas City
Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Segundina F. Dollete, EdD
Chief Education Supervisor- CID

Kenneth Anoché
OIC- Administrative Officer V

Lorna V. Bonilla
Elementary School Principal IV/PESPA President

Johnny P. Pugon
Secondary School Principal III/CADASSA President

Reynaldo D. Azcarraga, PhD
Public School District Supervisor/ CAPSTEA President

May Evan O. Dela Cruz
Administrative Officer II/ NEU Capiz President

Secretariat : Immaculada J. Amores, PhD
Senior Education Program Specialist-HRD

Jerry V. Mosquite
Education Programs Specialist II-HRD

Ronald D. Dile
Senior Education Program Specialist-M&E

Mary Grace A. Atinon
Education Programs Specialist II-M&E

Mary Joy F. Boñales
Administrative Aide VI

4. The 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 Heads of Agency.



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

5. The responsibilities of the Schools Division PDC are as follows:

L&D Governance

- a. together with SDS, cascades DEDP directions and priorities which will serve as anchor for all L&D programs/initiatives if own schools division;
- b. recommends L&D policy improvements;
- c. develops and/ or implements guidelines for the selection of nominees for L&D and scholarship programs, in accordance with DepEd policies;
- d. serves as the Scholarship Committee that screen and endorse nominees from the division and schools for programs for approval by the Regional Director; and
- e. recommends designation of L&D PMT, if needed, to implement one or more L&D subsystems.

L&D Needs Assessment

- a. reviews and approves LDNA plan, and direct the L&D PMT to proceed with the conduct of the LDNA; and
- b. reviews and endorses LDNA report to the SDS for approval.

L&D Planning

- a. reviews S-SPPDs for inclusion in the DO-SPPD; and
- b. reviews and endorses DO- SPPD to SDS for approval.

L&D Designing and Resource Package Development

- a. reviews and endorses designs and learning resource packages for L&D interventions, developed by assigned PMT, for approval by the SDS.

L&D Delivery

- a. tracks progress of L&D program delivery and update SDS.

L&D Quality Assurance Monitoring and Evaluation (QAME)

- a. ensures that L&D QAME processes, procedures and reporting are implemented by the Schools Division Office; and



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

- b. reviews and endorses report on DO-SPPD accomplishments and results to the SDS for approval.
6. The functions of the PDC Secretariat are as follows:
 - a. disseminates scholarship/training/workshop invitations to all school and units who are directly concerned.
 - b. prepares assessment documents (forms and list of requirements) of nominees and pre-screen qualifications based on documents, records and sponsor requirements for shortlisting;
 - c. prepares pertinent papers relative to study and non-study opportunities such as memorandum on announcements, request for travel authority and scholarship contracts;
 - d. assists the candidate in the preparation/accomplishment of needed training and Scholarship requirements;
 - e. prepares notices and agenda for convening for screening/deliberations/meetings of the PDC and
 - f. documents and maintains database of PDC deliberations, including employees' pertinent records and travel documents.
7. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: None

Reference:

CSC- MC (No. 10, s. 1989)
CSC- MC (No. 43, s. 1993)
DepEd L&D System Manual

To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS COMMITTEE DEVELOPMENT COMPETENCY



Address: Banica, Roxas City
Contact Number: (036) 6518 456
Email Address: capiz@deped.gov.ph