



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

**DIVISION MEMORANDUM**

13 FEB 2026

No. 083, s. 2026

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

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

1. Per Regional Memorandum No. 105, s. 2026 dated February 3, 2026 and Memorandum DM-OULS-2026-018 dated January 19, 2026 from the Office of the Undersecretary for Learning Systems in the Guidelines on Ensuring Effective Management of NEAP Scholarship Processes which aims to streamline and improve the scholarship management process, ensure equitable access to all scholarship opportunities, and respond promptly to Calls for Applications, this Office will reconstitute the composition of the Schools Division Personnel Development Committee (SDPDC) and the Schools Division Scholarship Committee (SDSC) and their respective duties and responsibilities.

2. The **Schools Division Personnel Development Committee (SDPDC)** members shall be composed of the following:

Chairperson: LUZ U. BANSON  
Assistant Schools Division Superintendent

Members: EDNA AZCARRAGA  
EPS, OIC- Office of the Chief  
EPS, School Governance and Operations Division (SGOD)

MERLIE J. RUBIO  
EPS, OIC- Office of the Chief  
Curriculum Implementation Division (CID)

SHARON BARRIENTOS  
Administrative Officer V (Administration)



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IMMACULADA J. AMORES  
Senior Education Program Specialist  
Human Resources Development (HRD)  
Learning and Development (L&D) Focal

3. The **Schools Division Personnel Development Committee (SDPDC)** roles and responsibilities are defined to ensure clear accountability, effective coordination, and the efficient implementation of learning and development and scholarship programs across all levels of governance. Additionally, they shall monitor the progress of the scholars and provide technical assistance as needed and shall prepare and submit a quarterly report to the Regional Office PDC (ROPDC), who will then compile a consolidated report for the COPDC. The following are the duties and responsibilities of the SDPDC.

- a. Leads in the review, analysis, and recommendations of proposed policies, guidelines, plans, and other outputs related to the Human Resource Development (HRD) system, improvements, and then endorses them to the Schools Division Superintendent for approval;
- b. Evaluates and recommends L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other Strategic considerations.
- c. Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities;
- d. Reviews applications for study leave and recommends appropriate action to the head of the office;
- e. Ensures performance monitoring, rewards and recognition systems are properly applied within the office;
- f. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D pf personnel; and
- g. Submits required reports to the head of the office regarding L&D activities.

4. The **Schools Division Scholarship Committee (SDSC)** shall serve as a subcommittee of the SDPDC and shall be composed of the following officials and personnel:



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Chairperson: MERLIE J. RUBIO  
EPS, OIC-Office of the Chief, CID

Vice Chairperson: ATTY. JOSEPH ITURALDE  
ATTORNEY III

Members: ELENIA BARANDA  
EPS - Mathematics

ALAN ALTAMIA  
EPS - Values Education

ANDRES LYNDON QUIACHON  
EPS - Science

Secretariat: IMMACULADA J. AMORES  
Senior Education Program Specialist  
Human Resources Development (HRD)  
Learning and Development (L&D) Focal

JERRY V. MOSQUETE  
Education Program Specialist II  
Human Resources Development (HRD)  
Learning and Development (L&D) Focal

4. The **Schools Division Scholarship Committee (SDSC)** shall have the following duties and responsibilities:

- a. Oversee the scholarship application procedures within the Schools Division.
- b. Disseminate information on scholarship opportunities.
- c. Review and screen the endorsed scholarship application of DepEd personnel from the schools and the functional division units. Such reviews are conducted in accordance with the qualifications, program prerequisites, and criteria set forth by DepEd and the sponsoring agencies.



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- d. Present and submit the following to the SDPDC for approval and subsequent endorsement by the Schools Division Superintendent:
  - i. Roster of nominees for scholarship grants to sponsoring agencies and, where applicable, to the Regional Office.
  - ii. Policy recommendations addressed to the Regional Office
- e. Provide technical assistance to the nominee completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies.
- f. Maintain and regularly update the database of division-level active scholars and pool of potential scholars. The minimum number of potential scholars is determined by the Schools Division Superintendent.
- g. Develop a comprehensive monitoring and evaluation plan to assess the progress of the grantees and their adherence to the stipulated scholarship requirements for program fulfillment.
- h. Formulate supportive measures to assist scholars in attaining the intended goals and objectives of the scholarship program, including the Workplace Application Plan.
- i. Monitor the tasks of active scholars in their on-going classes and implementation of their WAP and conduct of relevant academic research when applicable;
- j. Monitor compliance of scholars with their service obligations; and settlement of penalties.
- k. Design a feedback mechanism to aggregate experiences of the scholars within the program and communicate effectively the consolidated feedback to sponsoring agencies. Impact studies and rapid assessments may also be conducted.
- l. Facilitate the processing of requests for deferment, dropping out withdrawal from scholarship programs.



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- m. Coordinate with scholarship sponsorship agencies.
- n. Suggest to SDPDC potential resolutions to pertinent issues raised by significant stakeholders.
- o. Align and cross-reference scholarship grants with the personnel benefits, including service credits, leaves, compensation, workload allocation and other related requests pertinent to potential and active scholars.
- p. Conduct orientation on scholarship contracts and terms and conditions of scholarship programs.
- q. Assist in the verification of scholarship-related documents submitted for promotion and job applications.

7. The aforementioned duties and responsibilities shall take effect immediately upon approval and unless repealed by subsequent issuances.

8. All School Heads are hereby enjoined in organizing the School Personnel Development Committee (PDC) for a more efficient and effective response to Learning and Development of teachers and school personnel. Submit your updated School PDC to the Human Resource Development Section (SGOD) **not later than February 20, 2026**.

9. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination of Learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.

10. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

**ROEL F. BERMEJO**  
Schools Division Superintendent *ja*

Enclosure: None

Reference: MEMORANDUM DM-OULS-2026-018

Regional Memorandum No. 105, s. 2026

To be indicated in the Perpetual Index

under the following subjects:

PROGRAM

SCHOLARSHIP



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