



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DepED
DEPARTMENT OF EDUCATION
Schools Division of Tabuk City
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Office of the Schools Division Superintendent

20 January 2026

DIVISION MEMORANDUM

No. 17 s. 2026

TO : Office of Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
All Others Concerned

**RECONSTITUTION OF PERSONNEL DEVELOPMENT COMMITTEE (PDC)
OF SDO TABUK CITY**

1. Pursuant to Civil Service Commission Memorandum Circular No. 10, s. 1989, as amended by MC No. 43, s. 1993, which mandates all government agencies to establish a Personnel Development Committee (PDC), the Schools Division of Tabuk City hereby announces the reconstitution of the Division PDC. The Committee shall function as the screening, coordinating, and advisory body responsible for planning, implementing, and monitoring competency-based, timely, and relevant human resource development programs and interventions for all teaching and non-teaching personnel. The PDC shall ensure that all Learning and Development (L&D) initiatives align with DepEd policies, organizational goals, and the professional development needs of personnel.
2. For the purposes of personnel development, Human Resource Development and Training Programs are defined as structured activities aimed at enhancing employee competence, performance, and career growth, in accordance with DepEd's Learning and Development Framework and Civil Service rules. These programs include, but are not limited to, scholarships, study grants, trainings, seminars, workshops, conferences, and other related development interventions designed to strengthen professional practice, leadership capabilities, and organizational effectiveness within the Division.
3. The composition of the Division Personnel Development Committee (PDC):

DESIGNATION IN THE PDC	POSITION	ALTERNATE
Consultant	Schools Division Superintendent	
Chairman	Assistant Schools Division Superintendent	
Vice-Chairman	Chief Education Supervisor - SGOD	Education Program Supervisor - SGOD
Members	Chief Education Supervisor - CID	Any Education Program Supervisor
	Administrative Officer V	Records Officer
	Information Technology Officer	Supply Officer
	Budget Officer	Division Accountant
	Senior Education Program Specialist - HRD	Senior Education Program Specialist - SMN
	Senior Education Program Specialist - SMME	Senior Education Program Specialist - P&R
	PSDS concerns regarding where the identified personnel are stationed	Any of the PSDS available
	EPS concerns regarding the learning area of the training or scholarship	Any EPS available



DESIGNATION IN THE PDC	POSITION	ALTERNATE
Secretariat	Education Program Specialist II - HRD	Education Program Specialist II - SMN
	Education Program Specialist II - SMME	Any Personnel from the HR Office
	HRM Officer	Any Personnel from the HR Office

Functions of the Chairman and Members of the PDC

The Chairman and the Members of the PDC shall perform the following responsibilities and functions:

- a. Formulate and recommend internal policies, guidelines, and procedures consistent with existing DepEd issuances relative to the learning and development of Division Office personnel;
- b. Prepare, review, and recommend for approval a comprehensive, needs-based and competency-based Learning and Development (L&D) Plan for Schools Division Office (SDO) personnel, aligned with organizational goals, strategic priorities, and the Philippine Professional Standards where applicable;
- c. Coordinate, oversee, and monitor the implementation of the approved L&D Plan to ensure its effective, efficient, and timely execution;
- d. Ensure the provision of appropriate learning and development interventions responsive to identified individual and organizational competency gaps;
- e. Monitor and evaluate the progress and outcomes of L&D programs and interventions, particularly in relation to participants' workplace performance and organizational impact;
- f. Assess, screen, and nominate qualified SDO personnel for participation in scholarship programs, training courses, and other L&D opportunities, in accordance with existing DepEd policies and selection criteria;
- g. Review applications for study leave and similar L&D-related requests and recommend appropriate action to the Head of Office in compliance with applicable DepEd rules and regulations;
- h. Evaluate and recommend L&D programs and interventions to the Head of Office based on the approved L&D Plan, Individual Development Plans (IDPs), identified competencies, and other strategic considerations;
- i. Serve as the focal committee in ensuring the proper implementation of the Performance Monitoring and Rewards and Recognition System (PMRRS) and other related performance management mechanisms;
- j. Develop, implement, and monitor mechanisms for the granting of awards, incentives, and recognition to SDO personnel who have demonstrated meritorious service, outstanding achievements, or exemplary performance, consistent with DepEd policies;
- k. Prepare and submit periodic and accomplishment reports to the Head of Office and other concerned offices, as may be required; and
- l. Perform other related functions as may be authorized or deemed necessary in support of DepEd human resource development and organizational effectiveness.



Functions of the Secretariat

The Secretariat shall perform the following functions in support of the Personnel Development Committee (PDC):

- a. Prepare and consolidate the list of qualified employees based on the roster of prospective participants endorsed by the Committee and in accordance with approved selection criteria;
- b. Prepare, process, and facilitate all required documents relative to scholarships, study grants, and other learning and development activities, including but not limited to Authority to Travel, financial documents, vouchers, registration fees, and pre- and post-training or travel requirements, in compliance with applicable DepEd and government accounting and auditing rules;
- c. Draft and process official correspondence, memoranda, reports, and related communications pertinent to the implementation of learning and development programs and committee actions;
- d. Issue notices of meetings and disseminate relevant information to all members of the Committee and concerned offices in a timely manner;
- e. Maintain and manage records of Committee deliberations, resolutions, and other official documents, ensuring proper documentation, safekeeping, and compliance with DepEd records management policies;
- f. Prepare accurate minutes of Committee meetings and transmit official communications and decisions to the Head of Office and other concerned units; and
- g. Prepare and submit an annual accomplishment report of the Committee, including summaries of activities, programs implemented, and outcomes, for review and appropriate action by management.

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.


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Schools Division Superintendent




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