



Republic of the Philippines
Department of Education
Region XIII – Caraga
Butuan City



May 31, 2018

REGIONAL MEMORANDUM
No. **295**, s. **2018**



**COMPOSITION AND FUNCTION OF THE PERSONNEL DEVELOPMENT
COMMITTEE (PDC)**

**TO: SCHOOLS DIVISION SUPERINTENDENTS
RO PERSONNEL**
This Region

1. The field is hereby informed of the Composition of the Personnel Development Committee (PDC) of DepEd Caraga Region, to wit:

- Chairperson: **DR. FIDELA M. ROSAS, CESO V**
OIC - Assistant Regional Director
- Vice-Chairperson: **DR. FLODELISA R. DALIN**
Chief, Human Resource Development Division
- Members:
- RAUL L. OROZCO**
Chief, Administrative Division
- FE. L. ALEGADO**
Chief, Finance Division
- DR. ISIDRO M. BIOL, JR.**
Chief, Curriculum Learning Management Division
- DR. GILBERT L. GAYRAMA**
Chief, Quality Assurance Division
- MANUEL O. CABERTE**
Chief, Education Support Services Division
- MARLYN F. ANTIQUINA**
Chief, Policy Planning and Research Division

2. PDC shall have the primary responsibility of formulating and establishing the Learning and Development Program for all the personnel in the Region.

3. Specifically, the PDC shall:
 - a. determine the training fees, amount of honorarium for resource person services, and other training-related expenses;
 - b. authorize the attendance of agency personnel in trainings, seminar, workshops, conventions, conferences, symposia, and fora sponsored by non-governmental organizations or private institutions;
 - c. authorize the availment of services of other training institutions or agencies, private or governmental, in the conduct of in-house learning and development programs;
 - d. select, nominate, and authorize employees, whether permanent or non-permanent for training and scholarship grants, both local and foreign.

4. In the selection of participants in training and scholarships programs, the PDC shall undertake the screening of candidates. It shall ensure that such training and scholarship opportunities are equitably distributed and are awarded to deserving employees considering such factors as length of service, performance levels, learning and development needs and, when necessary, status of appointment.

5. All expenditures for the purposes above-mentioned shall be subject to the usual accounting and auditing rules and regulations

6. Immediate dissemination of this Memorandum is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director

Incls: none

Reference: Civil Service Commission Memorandum Circular No. 43, s. 1992

To be indicated in the PERPETUAL INDEX
under the following subjects:

LEARNING AND DEVELOPMENT K to 12 SCHOLARSHIP QUALITY ASSURANCE