



January 23, 2019

REGIONAL MEMORANDUM
No. 035 s. 2019



TO: **SCHOOLS DIVISION SUPERINTENDENTS
CHIEFS OF FUNCTIONAL DIVISIONS
This Region**

COMPOSITION AND FUNCTIONS OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)

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

Chairperson	:	DR. FIDELA M. ROSAS, CESO V OIC- Assistant Regional Director
Vice-Chairperson/ Chief of Training	:	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 CAROLINA M. NIEPES Chief, Field Technical Assistance Division MARLYN F. ANTIQUINA Chief, Policy Planning and Research Division SHERYL R. PUYO AO V/HRMO/Head, Personnel Unit MARY CHRISTINE A. ODTOJAN AO IV/ Member, Nat'l. Employees Union (Level II) NIMFA L. INTONG Admin Assistant I/ Member, Nat'l. Employees Union (Level I)
Secretariat	:	DR. VIOLETA C. NUNEZ Education Program Supervisor MARLYNE M. VILLAREAL Education Program Supervisor ROY S. RELE Education Program Specialist II ZENYLOU I. FRIAS Education Program Specialist II

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2. PDC shall have the primary responsibility of formulating and establishing the Learning and Development (L & D) 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 external service providers in conducting in-house learning and development programs;
 - d. select, nominate, and authorize personnel for local and international trainings and scholarship grants;
 - e. together with the Regional Director, cascade REDP directions and priorities which will serve as anchor for all L&D programs/initiatives of own region;
 - f. recommend L & D policy improvements;
 - g. develop and/or implement guidelines for the selection of nominees for L & D and scholarship programs, in accordance with DepEd policies;
 - h. serve as the Scholarship Committee that screens and endorses nominees from the region and divisions for scholarship programs for approval by the Central Office;
 - i. recommend designation of L & D PMT, if needed, to implement one or more L & D subsystems;
 - j. review and approve LDNA plan, and direct the L & D PMT to proceed with the conduct of the LDNA;
 - k. review and endorse LDNA report to the Regional Director for approval
 - l. review DO-SPPDs for inclusion in the RO-SPPD;
 - m. review and endorse RO-SPPD to Regional Director for approval;
 - n. review and approve designs and learning resource packages for L & D programs;
 - o. track progress of L & D program delivery and update Regional Director;
 - p. ensure that L & D QATAME processes, procedures, and reporting are implemented by the Regional Office;
 - q. review and endorse report on RO-SPPD accomplishments and results to the Regional Director for approval;
4. The Secretariat shall assist the PDC in performing functions, specifically in preparing documentation of candidates, study grants, PDC deliberations, etc.

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5. In the selection of participants in L & D and scholarship programs, the PDC shall ensure that such L & D 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.
6. All expenditures for the purposes of the above-mentioned shall be subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director 

Incls: None
Reference: Civil Service Commission Memorandum Circular No. 10, s. 1989
Civil Service Commission Memorandum Circular No. 43, s. 1993
Civil Service Commission PRIME HRM Learning and Development
DepEd Learning and Development System Manual

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

LEARNING AND DEVELOPMENT PRIME-HRM SCHOLARSHIP QUALITY ASSURANCE

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