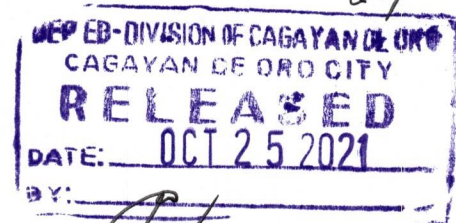




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

OFFICE ORDER

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Specialists
Public Elementary and Secondary School Heads
Division Unit Heads
All Others Concerned
This Division

RECONSTITUTION OF THE COMPOSITION OF PERSONNEL DEVELOPMENT COMMITTEE (PDC) IN THE DIVISION OF CAGAYAN DE ORO

1. Pursuant to Civil Service Commission Memorandum Circular No. 43, s. 1993 and as amended in Memorandum Circular No. 10 s. 1989 requiring all agencies to establish a Personnel Development Committee (PDC), the same is hereby created in this Division.

2. The PDC is composed of the following:

Chairman: Alicia E. Anghay, Assistant Schools Division Superintendent

Members: Rosalio R. Vitorillio, SGOD Chief
Lorebina C. Carrasco, CID Chief
Derrold Marl S. Aves, SEPS HRTD
Eleanor Consejo H. Rollan, SEPS M&E
Arnel A. Calubag, Accountant III
Risa Bea Socorro M. Borres, Administrative Officer V
Paraída D. Orangot, Public Schools District Supervisor

Secretariat: Marilou F. Navaja, Administrative Officer IV - HRMO
Michael Dave B. Tan, Project Development Officer I

3. **TERMS OF DUTY** - The members of PDC shall serve for a period of two (2) years from the date of designation, subject to renewal at the discretion of the Head of Agency.

4. **FUNCTIONS OF THE PDC** - The PDC shall perform the following functions during their term:

- a. Implement policy guidelines for provisions on training and scholarship programs, and participation of teachers and personnel in meetings, workshops, and other educational and technical development activities.
- b. Cascade DEDP directions and priorities which will serve as anchor for all Learning & Development (L&D) programs/ initiatives of the division.



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- c. Recommend L&D policy improvements.
 - d. Serve as the Scholarship Committee that screen and endorse nominees from the division and schools for programs for approval by the Regional Director.
 - e. Recommend designation of L&D Program Management Team (PMT), if needed, to implement one or more L&D subsystems.
 - f. Review and approve LDNA plan, and direct the L&D PMT to proceed with the conduct of the LDNA.
 - g. Review and endorse LDNA report to the Schools Division Superintendent for approval.
 - h. Review School Strategic Plan for Professional Development (S-SPPDs) for inclusion in the Division office Strategic Plan for Professional Development (DO-SPPD).
 - i. Review and endorse DO-SPPD to SDS for approval.
 - j. Together with SDS, review and approve designs and learning resource packages for L&D interventions.
 - k. Track progress of L&D program delivery and update SDS.
 - l. Ensure that L&D QAME processes, procedures, and reporting are implemented by the Schools Division Office.
 - m. Review and endorse report on DO-SPPD accomplishments and results to the SDS for approval.
5. The secretariat shall perform the following functions:
- a. Prepare notices and agenda for convening for screening/deliberations/ meetings of the PDC.
 - b. Disseminate scholarships/training/workshop invitation thru a memorandum or advisory to all school and units who are directly concerned at least a month prior to the activity.
 - c. Assist the candidate in the preparation/accomplishment of needed training and scholarship requirements.
 - d. Document and maintain database of PDC deliberations and copies of activity requests, training designs and accomplishment reports.
6. For immediate dissemination and implementation.


CHERRY MAE LIMBACO - REYES
Schools Division Superintendent

