

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

March 4, 2024

DIVISION MEMORANDUM SGOD-No. 124 s. 2024

COMPOSITION OF THE DIVISION PROFESSIONAL DEVELOPMENT COMMITTEE (DPDC)

To

Assistant Schools Division Superintendent

Chief, Curriculum Implementation Division (CID)

Chief, Schools Governance and Operation Division (SGOD)

Education Program Supervisors

Public Schools District Supervisors/In-Charge of the Districts

Unit/Section Heads

Elementary and Secondary School Heads Teaching and Non-Teaching Personnel

All Others Concerned

- 1. Cognizant to Civil Service Commission (CSC) Memorandum Circular No. 43 s, 1993 as amended in Memorandum Circular No. 10 s, 1989 10 s, 1989 requiring every agency to establish a Professional Development Committee and the SDO Catanduanes PRIME-HRM Policy Manual on Learning and Development, this is to inform the field the composition of the Professional Development Committee (DPDC).
- 2. The Composition of the DPDC and its Terms of Reference:

Role	Term of Reference	
Chairman:	 Provides direction on L&D 	
	planning and program	
Cecile C. Ferro, Ceso VI	implementation;	
Assistant Schools Division Superintendent	• Approves all L&D related	
	expenses (training fees,	
	honoraria for service providers,	
	and other related expenses);	
n.C	 Authorizes attendance of 	
	personnel at external	
	conventions, conferences,	
	symposia and fora;	
	Authorizes availment of external	
	service providers in conducting	
	inhouse L&D programs;	
	 Select and nominate personnel 	
,	for local and international	
	training and scholarship grants	









Republic of the Philippines

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Co-Chairman:		
	Damasi O Dataian	

Romel G. Petajen Chief Education Supervisor, CID

Mary Jean S. Romero Chief Education Supervisor, SGOD

· Recommends approval of:

- L&D priority plans
- L&D budget & funding and cost parameters
- Attendance of personnel at external conventions, conferences, symposia
- Availment of external service providers in conducting inhouse L&D programs
- Selection, nomination, and authorization of personnel for local and international training and scholarship grants

Members:

Marichelle B. Llave, AO IV (HRMO) Angelo James O. Aguinalde, Accountant III Ma. Cielo T. Tubale, AO V (Budget) Sarah S. Chiong, SEPS- SMM&E Carol P. Gil, SEPS- HRD Marife B. Brequillo, SEPS- SocMobNet - SEPS- PRU

- Facilitates learning needs assessment within their respective unit/office
- Monitors alignment and progress of development plans with the L&D interventions
- Proposes needs-based L&D interventions
- Leads in the implementation of L&D standards in their respective offices

Secretariat:

Elizabeth S. Urbano, EPS II- HRD Imaculate Latorre, EPS II – SocMobNet Assists PDC in performing functions, specifically in preparing documentation of candidates, study grants, PDC deliberation and other related tasks.

Consultant:

Socorro V. Dela Rosa, Ceso V Schools Division Superintendent

- 5. The membership of the DPDC is effective until revoked.
- 7. For immediate dissemination and implementation.

SOCORRO V. DELA ROSA, CESO Y

Schools Division Superintendent







