



Republic of the Philippines
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: Cecile C. Ferro, Ces0 VI Assistant Schools Division Superintendent	<ul style="list-style-type: none"> • Provides direction on L&D planning and program implementation; • Approves all L&D related expenses (training fees, honoraria for service providers, and other related expenses); • 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

