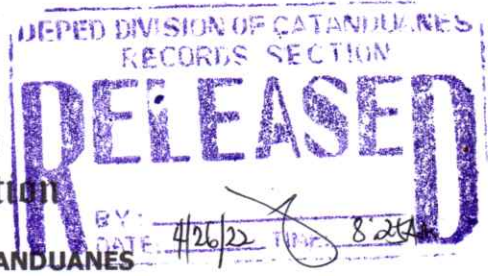




Republic of the Philippines
Department of Education
REGION V – BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



April 19, 2022

DIVISION MEMORANDUM
OSDS-SGOD-DM- 202 s. 2022

**ESTABLISHING THE PROFESSIONAL DEVELOPMENT COMMITTEE (PDC) OF
THE SCHOOLS DIVISION OFFICE OF CATANDUANES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Private and Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 43, s. 1993, requiring all agencies to establish a Professional Development Committee (PDC), this Office announces the composition of the Division Professional Development Committee which shall serve as a screening and coordinating committee for providing timely, relevant, and competency-based human resource development programs and interventions for teaching and non-teaching personnel.

2. The Division PDC shall compose the following:

Consultant: SUSAN S. COLLANO
Schools Division Superintendent
Chairperson: MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Co-Chairpersons: ROMEL G. PETAJEN
Chief Education Supervisor, CID
MARY JEAN S. ROMERO
Chief Education Supervisor, SGOD
Members: MARICHELE B. LLAVE
Administrative Officer IV, Personnel Section
ANGELO JAMES O. AGUINALDE
Accountant III



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Secretariat:

MA. CIELO C. TUBALE
Administrative Officer V, Budget Section
REY C. BONAYON
Planning Officer III
SARAH S. CHIONG
Senior Education Program Specialist, SMM&E
ELIZABETH S. URBANO
EPS II/OIC-SEPS, HRD
MARIFE B. BREQUILLO
Senior Education Program Specialist, SocMobNet
IMACULATE T. LATORRE
Education Program Specialist II, SocMobNet
ELIZABETH S. URBANO
Education Program Specialist II, HRD

3. The PDC shall serve the following functions:

- | | |
|----------------|---|
| Chairperson | 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;
Authorize availment of external service providers in conducting in-house L&D programs;
Select and nominate personnel for local and international training and scholarship grants |
| Co-Chairperson | Provides recommending approval on: <ul style="list-style-type: none">✓ L&D priority and plans✓ L&D budget and funding and cost parameters✓ Attendance of personnel at external conventions, conferences, symposia, and for a✓ Availment of external service providers in conducting in-house✓ L&D programs; Selection, nomination, and authorization of personnel for local and international training and scholarship grants |
| Members | Facilitates learning needs assessment within their respective bureau/service/office; |





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Secretariat 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;
 Assists PDC in performing functions, specifically in preparing documentation of candidates, study grants, PDC deliberation, etc.

4. Likewise, all Districts and Schools, through the PSDSs and School Heads shall establish the PDC at their governance level, which shall be composed of the following:

	District PDC	School PDC
Chairperson	PSDS/In-Charge	SH/Cluster Head/TIC
Co-Chairpersons	1 Elementary SH 1 Secondary SH	1 Master Teacher 1 Head Teacher (may assign at most 2 Master Teachers and 2 Head Teachers for large/mega schools)
Members	All School Heads Cluster Heads/TICs District ALS Coordinators	Head Teachers Department Heads Master Teachers Key Teachers
Secretariat	District Non-Teaching Personnel	Teachers I-III Non-Teaching Personnel

5. For immediate dissemination and implementation.

SUSAN S. COLLANO, CESO V
 Schools Division Superintendent

