



Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OF SORSOGON

August 29, 2025

DIVISION MEMORANDUM

No. 271, s. 2025

**COMPOSITION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)
OF SDO SORSOGON**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC PSDSs
Public Elementary and Secondary School Heads
Functional Area Heads
All Others Concerned

1. Corollary to Civil Service Commission Memorandum Circular No. 10, s. 1989 re: Establishing a Personnel Development Committee in All Departments, Agencies, Instrumentalities, Branches and Subdivisions in Government, Including Government-Owned and Controlled Corporations and Local Governments”, and as amended in Civil Service Commission Memorandum Circular No. 43, s. 1993 entitled “Streamlining and Deregulating Human Resource Development Functions” requiring all agencies to establish a Personnel Development Committee (PDC) and Office Order OSEC-2021-045 dated December 9, 2021 titled “Composition of the Personnel Development Committee in the Department of Education Central Office”, this Office hereby informs all concerned on the composition of the Personnel Development Committee (PDC) of SDO Sorsogon which shall serve as screening and coordinating committee on providing timely, relevant, and competency-based human resource development programs and interventions to all teaching, teaching-related and non-teaching personnel in the Division.



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2. The Division Level PDC shall be composed of the following:

Chairperson:	CHERYLL V. BERMUDO Assistant Schools Division Superintendent
Regular Members:	Alternate Members:
JOHN REY J. PEREZ Chief Education Supervisor, SGOD	REX T. BARBIN Education Program Supervisor
GINA Q. TAROG Chief Education Supervisor, CID	AIRENE MAE ELLI Division Coordinator
BERNADETTE R. BEDIS Senior Education Program Specialist	LILIA ZITA PURA Public Schools Dist. Supervisor
LIBERTINE JOY BALDILLO Public Schools District Supervisor	LEONISA ENOLVA Division Coordinator
JOMAR E. ENGUERRA Administrative Officer V	DEBBIE ENERIA Administrative Officer II
Secretariat	
DODGE E. LAGMAN Education Program Specialist II	

3. The Division Level PDC in each level of governance is organized to serve as review and recommending body that leads in the examination, analysis of the proposed policies, guidelines, plans and other outputs of the L and D system, improvements, and endorses them to the Office of the Schools Division Superintendent for approval.

4. The members of the Division level PDC shall serve for a period of two (2) years from the date of designation, subject to the renewal and discretion of the Schools Division Superintendent.



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5. The Division Level PDC shall have the following functions and responsibilities:

- a. Implements policy guidelines for provision of training and participation of personnel in the division training, seminars, workshops and other development activities;
- b. Prepares the Division's Learning and Development Plan based on CSDO-wide competency-based Learning Needs Assessment report;
- c. Recommends office learning and development plans and ensures that L&D targets are aligned with the agency's budget;
- d. Provides L&D strategies and recommends directions to CSDO implementing units, schools, and learning centers, based on needs assessment, performance evaluation results, and emerging internal and external mandates;
- o. Publishes or posts in conspicuous places within the agency premises available training or scholarship opportunities at least a month before the date of screening for such grants;
- p. Recommends availment of invitations from external conventions, conferences, symposia and for a offered to CSDO employees, schools, and learning centers personnel;
- q. Screens qualified nominees based on the L&D Plan, policy guidelines and criteria set for scholarships and program participation;
- r. Recommends to the Schools Division Superintendent or his duly authorized representative the most qualified nominees and recipients for local and international training and scholarship grants in accordance with the screening results, except if concerned recipient(s) had been explicitly identified by the agency head in the exigency of the



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- service and/or direct identified of trainees/ recipients by the Regional or Central Office;
- s. Approves criteria in selecting external service providers in conducting in-house CSDO Learning and Development Programs;
 - t. Monitors L&D accomplishments of CSDO implementing units, schools, and learning centers using customized criteria and tools which will track the efficiency of L&D process;
 - u. Conducts a continuing monitoring of agency scholars/grantees sent to various training programs, both foreign and local; and
 - v. Prepares and submits training accomplishment reports to the Office of the Schools Division Superintendent, Regional Office and DepEd Central Office.
6. The Division Level PDC Secretariat shall have the following functions and responsibilities:
- a. Provides the list of qualified employees based on the list of prospective participants prepared by the committee;
 - b. Prepares pertinent papers relative to the scholarship or study grants such as authority to travel, preparation pf vouchers, pre/post travel accommodation, registration fee, etc.;
 - c. Prepares correspondence, memoranda, report, etc.;
 - h. Issue notice of meeting to all members of the committee;
 - i. Maintains records of the committee, deliberations and other documents related to the availment of the program;



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- j. Prepares minutes of committee meetings and corresponding communication for the Schools Division Superintendent; and
 - k. Prepares an annual report on the accomplishments of the committee.
7. Division Level PDC shall ensure that the L&D planning, designing, execution and program delivery shall be in accordance with the Equal Opportunity Principle (EOP) and above-mentioned guidelines. Equal opportunities shall be given to all employees and those belonging to specialized groups. The committee shall ensure that the said groups should not be left behind because of their limitations and restrictions.
8. Pursuant to Sec. 23 Rule VIII, Book V of EO 292, PDC shall encourage legitimate and relevant worker participation in problem solving and decision making and other activities which shall enhance quality of worklife or public service.
9. Membership of the Division Level PDC shall be considered as a regular duty and shall be treated with utmost priority. Public Elementary and Secondary School are advised to establish their School Level Personnel Development Committee based on the guidelines set.
10. Widest dissemination of and compliance with this Memorandum are enjoined.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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MINUTES OF MEETING

MEETING OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)

Date of Meeting : April 22, 2025
Place of Meeting : Paladin Resort, Masbate
Time of Meeting : 1:00 PM

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Agenda:

1. Preparation of SDO Sorsogon for PRIME HRM
2. Discussion on the Roles and Functions of PDC
3. Benchmarking Activity on SDO Masbate's practice on PRIME HRM
4. Crafting of Learning and Development Policy of SDO Sorsogon

Present:

- | | | |
|-----------------------------|---|-------------|
| 1. Jose L. Doncillo, CESO V | - | SDS |
| 2. Cheryll V. Bermudo | - | ASDS |
| 3. John Rey J. Perez | - | CES |
| 4. Gina Q. Tarog | - | CES |
| 5. Bernadette R. Bedis | - | SEPS |
| 6. Libertine Joy Baldillo | - | PSDS |
| 7. Jomar E. Enguerra | - | AO V |
| 8. Rex T. Barbin | - | EPS |
| 9. Airene Mae Elli | - | Div. Coord. |
| 10. Lilia Zita Pura | - | PSDS |
| 11. Leonisa Enolva | - | Div. Coord, |
| 12. Debbie Eneria | - | AO II |
| 13. Dodge Lagman | - | EPS II |

DISCUSSIONS:

1. Preparation of SDO Sorsogon for PRIME HRM

The meeting started at 1:00PM with SDS Jose L. Doncillo, CESO V presented an overview of PRIME HRM and the preparation of SDO Sorsogon to achieve the Level II Maturity Level of practice on the implementation of the four pillars – RSP, PM, L & D and R & R.





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He ended his message with a challenge to participants to realize the vision of DepEd Sorsogon to be a certified PRIME HRM organization.

2. Discussion on the Roles and Functions of PDC

ASDS Cheryll V. Bermudo presented the roles and functions of the Personnel Development Committee (PDC) of SDO Sorsogon by citing its legal references and its importance in carrying out functions as a review and recommending body that leads in the examination, analysis of the proposed policies, guidelines, plans and other outputs of the L & D systems and improvements. The output of these processes shall be endorsed to the Office of the Schools Division Superintendent for approval.

As agreed, the roles and functions of the members of PDC shall be communicated to the concerned through a Division Memorandum.

3. Benchmarking Activity on the practice of SDO Masbate on the implementation of PRIME HRM

SDS Raymundo M. Cantonjos of SDO Masbate Province presented the milestone of accomplishments of the division on the implementation of PRIME HRM. This was followed by a report of the L & D focal person from the preparation until the confirmation of Level II Maturity level by CSC.

This was followed by an open forum which was actively participated in by the participants.

4. Crafting of Learning and Development Policy of SDO Sorsogon

The group in-charge of pillar on L & D proceed with a brainstorming activity on how to come up with a comprehensive policy by considering the inputs given by SDO Masbate and the prevailing practices of SDO Sorsogon on professional development activities for its employees.



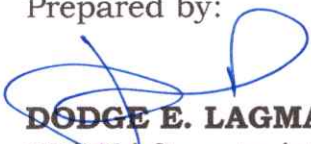


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5. Adjournment

The meeting was formally adjourned at 5:00PM with an agreement that a draft policy on L & D be presented on April 23 – 24 for further review of the committee and plenary.

Prepared by:


DODGE E. LAGMAN
EPS II/ Secretariat

