



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

17 March 2020

DIVISION MEMORANDUM
No. 087, s. 2020

COMPOSITION OF SCHOOL PERSONNEL DEVELOPMENT COMMITTEE (PDC)

To: **Assistant Schools Division Superintendent**
Chief, SGOD/ CID
PSDS, Education Program Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. In line with one of the core Human Resource Management (HRM) Systems of the CSC Memorandum Circular No. 3, s. 2012 entitled “Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) and herein attached, all elementary and secondary schools are hereby directed to establish their School Personnel Development Committee (PDC) and submit the file in the form of **printed document** and **soft copy** through Merogim P. Mugot, Education Program Specialist II in Human Resource Development Section (HRDS) via merogim.mugot@deped.gov.ph on or before April 6, 2020. Please use the enclosed template.

2. The School Personnel Development Committee (PDC) shall be composed of the following:

DESIGNATION	
Chairperson:	School Head/ Principal
Members:	Assistant to the Principal (<i>Elem, JHS, SHS</i>)
	Faculty President
	Learning Action Cell (LAC) Coordinator
Secretariat:	School Human Resource Development (HRD) Coordinator

3. The PDC shall perform the following functions:

A. L&D Governance

- Together with School Head/Principal, cascade SIP directions and priorities which will serve as anchor for all Learning and Development (L&D) programs/ initiatives of school or learning center
- Recommend L&D policy improvements
- Develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs, in accordance with DepEd policies
- Serve as the Scholarship Committee that screen and endorse nominees from the schools for scholarship programs for approval by the Schools Division Superintendent.





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- Recommend designation of L&D Program Management Team (PMT), if needed, to implement one or more L&D subsystems

 - B. L&D Needs Assessment**
 - Review and approve Learning and Development Needs Assessment (LDNA) plan, and direct the L&D PMT to proceed with the conduct of the LDNA
 - Review and endorse LDNA report to School Head/ Principal for approval

 - C. L&D Planning**
 - Review and endorse School Strategic Plan for Professional Development (S-SPPD) to School Head/Principal for approval

 - D. L&D Designing and Resource Package Development**
 - Together with School Head/Principal, review and approve designs and learning resource packages for L&D interventions

 - E. L&D Delivery**
 - Track progress of L&D program delivery and update School Head/Principal

 - F. L&D QATAME**
 - Ensure that L&D Quality Assurance, Technical Assistance, and Monitoring and Evaluation (QATAME) processes, procedures and reporting are implemented by the school or learning center
 - Review and endorse report on Strategic Plan for Professional Development (SPPD) accomplishments and results to the School Head/Principal for approval
3. Immediate and wide dissemination of this memorandum is desired.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES

SCHOLARSHIP

TRAINING PROGRAM

SGOD/HRD/MPM





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Date: 17 March 2020

SCHOOL PERSONNEL DEVELOPMENT COMMITTEE (PDC)

DESIGNATION	NAME	POSITION
Chairperson:		School Head/ Principal
Members:		Assistant to the Principal (<i>Elem, JHS, SHS</i>)
		Faculty President
		Learning Action Cell (LAC) Coordinator
Secretariat:		School Human Resource Development (HRD) Coordinator

Prepared by:

School Human Resource Development (HRD) Coordinator

(Signature Over Printed Name)

Email: _____

Contact No: _____

Noted:

School Head/Principal

(Signature Over Printed Name)

Email: _____

Contact No: _____

