



Republic of the Philippines  
Department of Education  
CARAGA REGION  
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM  
No. 01-004, 2026

To: Assistant Schools Division Superintendent  
CID Chief and Personnel  
SGOD Chief and Personnel  
OSDS Personnel  
Elementary School Principals/ Head Teachers/ School In-Charge  
Secondary School Principals/ Head Teachers/ School In-Charge  
This Division

**RECOMPOSITION OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)**

1. Pursuant to Civil Service Commission Memorandum Circular no. 43, s. 1993 as amended in MC 10, s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), Schools Division of Siargao announces the new composition of the Division PDC who shall serve as screening and coordinating committee on providing timely, relevant and competency based human resource development programs and interventions to all teaching and non-teaching personnel.
2. Human Resource Development and Training Programs refer to activities aimed at enhancing performance and career growth of the DepEd employees which include but not limited to scholarships and study grants, trainings, seminars, workshops, conferences and other similar development interventions.
3. The Division PDC shall compose of the following:

Chair	: Roel T. Diamante- ASDS
Co-Chair	: Harem L. Taruc, SGOD Chief : Gemna G. Pobe, CID Chief
Members	: Relyn D. Raza, PhD. – EPS Science Emily C. Pomoy – PSDS Malou S. Omosay – AO V Louella G. Villegas – Budget Officer Fernando A. Dones, Jr., PhD. – EPS





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Jovy C. Liza, PhD – President SIADASSA

Kem A. Abuton – President Elem. Sch. Administrators

Secretariat : Rochelle M. Boncaros – HRMO

Ferosana D. Tesiorna – SEPS HRD

Lowela B. Espanto – EPS II HRD

**4. TERMS OF DUTY**

The members of the PDC shall serve for a period of one (1) year from the date of designation, subject to renewal at the discretion of the Head of Agency.

**5. FUNCTIONS OF THE PDC**

The PDC shall perform the following functions during their term:

- A. Implement policy guidelines for provisions on training and scholarship programs, and participation of teachers and personnel in meetings, workshops, fora and other educational and technical development activities;
- B. Conduct/attend (pre, during and post) meetings/conferences called for relative to L & D activities.
- C. Prepare the Division's Human Resource Development and Training (HRDT) Plan based on the competency assessment, training needs which is to be updated annually;
- D. Screen qualified nominees based on the HRDT Plan, Policy Guidelines and criteria set for scholarships and program participation (based on local, national and international standards)
- E. Determine provisions for training/scholarship contract, training funds and other individual and group entitlements;
- F. Recommend to the Agency Head or his duly authorized representative the most qualified nominees and recipients in accordance with screening results, except if concerned recipient(s) had been explicitly identified by the agency head in the exigency of the service and /or direct identification of trainees/ recipients by the Central and Regional Offices and
- G. Prepare and submit a Report to the Agency Head, for forwarding to the Regional Director, DepEd-Caraga Region.

**6. FUNCTIONS OF THE PDC SECRETARIAT**

- A. Disseminate scholarship/training/ workshop invitations to all school and units who are directly concerned at least a month prior to the activity;



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- B. Prepare assessment documents (forms and list of requirements) of nominees and pre-screen qualifications based on documents, records and sponsor requirements for shortlisting;
- C. Prepare pertinent papers relative to study and non-study opportunities such as memorandum on announcements, request for travel authority and scholarship contracts;
- D. Assist the candidate in the preparation/ accomplishment of needed training and scholarships requirements;
- E. Prepare notices and agenda for convening for screening/ deliberations/ meetings of the PDC and
- F. Document and maintain database of PDC deliberations, including employees' pertinent records and travel documents.

7. For immediate dissemination and implementation.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent

Reference: As Stated

Encl's: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:

CONFERENCE

SGOD/fdt  
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