



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 1, 2021

OFFICE MEMORANDUM

No. **000231**, s. 2021

To: OIC- Office of the Assistant Regional Director
Regional Office Chief Education Supervisors
All Others Concerned

RECONSTITUTION OF THE NEAP PERSONNEL DEVELOPMENT COMMITTEE (PDC)

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 43, s. 1993 and as amended in MC No. 10, s. 1989, requiring all agencies to establish a Personnel Development Committee (PDC), the same is hereby created in the Department of Education Regional Office VIII.

2. The Regional Office VIII PDC is composed of the following:

ROLE	NAME	DESIGNATION
Chairperson	Bebiano I. Sentillas	OIC-OARD
Co-Chairperson	Harvie D. Villamor	HRDD Chief
Specialists' Representative	Rosemarie Guino	CLMD OIC-Chief
Support to Technical Representatives	Alejandrino L. Yman	FTAD Chief
	Rita R. Dimakiling	QAD Chief
	Cesar P. Verunque	ESSD Chief
	Isidro Catubig	PPRD Chief
Administrative Personnel Representatives	Mercedes D. Sarmiento	Admin Chief
	Alma E. Suyom	FD Chief


3. 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.

4. The NEAP Personnel Development Committee (PDC) will perform the following duties and functions:

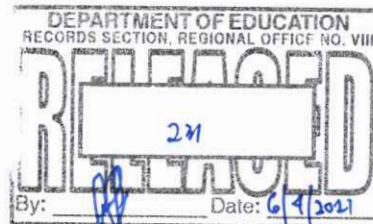
- Develop internal policy guidelines in accordance with existing relevant guidelines in relation to the learning and development of NEAP Personnel;
- Prepare a comprehensive and competency-based Land D Plan for NEAP Personnel;
- Coordinate and monitor the implementation of L and D Plan for NEAP Personnel;
- Ensure that appropriate learning and development interventions are provided to individual personnel;



- e. Monitor progress of NEAP Personnel in L and D programs and interventions vis-a-vis their workplace performance;
 - f. Assess and nominate NEAP Personnel for participation in scholarship programs and other L and D opportunities;
 - g. Review applications for study leave and recommend to the head of the office for appropriate action;
 - h. Evaluate and recommend to the head of the office L and D programs for NEAP Personnel based on the L and D Plan, Individual Development Plan (IDP), identified NEAP Competencies and other strategic considerations;
 - i. Serve as focal person in ensuring that Performance Monitoring and Rewards and Recognition System are properly applied within NEAP;
 - j. Develop, monitor and implement mechanism in granting awards and incentives to NEAP personnel who have rendered meritorious services or excellent performance; and
 - k. Submit report to the head of office as maybe required.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director *P*

HRDD-ABL



8:35am