



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

June 1, 2021

**OFFICE MEMORANDUM**

No. **000232**, s. 2021

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

**SECRETARIAT 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) with its Secretariat to assist in the implementation of activities.

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

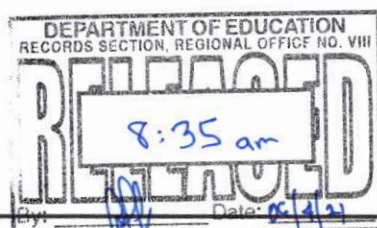
ROLE	NAME	DESIGNATION
Secretariat-Lead	Alejandra B. Lagumbay	Education Program Supervisor
Secretariat-Members	Dina S. Superable	Senior Education Program Specialist
	Michael C. Parado	Education Program Specialist
	May Ann B. Ladrera	Administrative Assistant II

3. The PDC shall be assisted by the Secretariat which shall provide technical and administrative support in the performance of functions. Specifically, the Secretariat will:

- Prepare memoranda and other related documents;
- Prepare notice of meeting and minutes of the meeting and disseminate the same as may be required;
- Assist the candidates for scholarship and other similar L and D programs in the preparation of documents and other requirements;
- Address queries related to the work of PDC;
- Keep and manage the learning and development records of personnel as well as other PDC documents; and
- Perform other related functions as may be deemed appropriate by the PDC.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.

HRDD-ABL



*[Signature]*  
**MA. GEMMA MERCADO LEDESMA**  
Regional Director



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