



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

January 29, 2024

**OFFICE MEMORANDUM**  
HRDD-2024- **67**

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

To: Director III  
Functional Division Chiefs  
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 43, s. 1993 and amended in MC No. 10, s. 1998, requiring all agencies to establish Personnel Development Committee (PDC), the same is hereby created in the Department of Education Regional Office VIII.

2. The composition of Regional Office VIII PDC is as follows:

<b>ROLE</b>	<b>NAME</b>	<b>DESIGNATION</b>
Chairperson	Ronelo Al K. Firmo	Assistant Regional Director
Co-Chairperson	Harvie D. Villamor	Chief, HRDD
Specialist Representative	Gertrudes Mabutin	OIC Chief, CLMD
Support to Technical Representatives	Mercedes D. Sarmiento	Chief, FTAD
	Cesar P. Verunque	Chief, QAD
	Alejandra B. Lagumbay	Chief, ESSD
	Rita R. Dimakiling	Chief, PPRD
Administrative Personnel Representatives	Rosemarie M. Guino	Chief, Administrative Division
	Alma A. Suyom	Chief, Finance Division
Secretariat	Wedlyn P. Abalorio	TCE II
	Dina S. Superable	EPS, HRDD
	Michael C. Parado	EPS II, RNEAP
	Rogelio O. Ticoy Jr.	EPS II, HRDD

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 Personnel Development Committee (PDC) shall perform the following duties and functions:

- a. Develop internal policy guidelines in accordance with existing relevant guidelines in relation to the learning and development of DepEd Personnel;



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- b. Prepare a comprehensive and competency-based L and D Plan for DepEd Personnel;
  - c. Coordinate and monitor the implementation of L and D for DepEd Personnel;
  - d. Ensure that appropriate learning and development interventions are provided to individual personnel;
  - e. Monitor the progress of DepEd Personnel in L and D programs and interventions vis-à-vis their workplace performance;
  - f. Assess and nominate DepEd 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 office L and D programs for DepEd Personnel based on the L and D Plan, Individual Development Plan, identified competencies and other strategic considerations;
  - i. Serve as focal person in ensuring that Performance Monitoring and Rewards and Recognition System are properly applied within the Office.
  - j. Develop, monitor, and implement mechanism in granting awards and incentives to DepEd Personnel who have rendered meritorious services or excellent performance; and
  - k. Submit report to the head of office as may be required.
5. The PDC shall be assisted by the Secretariat who shall provide technical and administrative support in the performance of functions. Specifically, the Secretariat shall:
- a. Prepare memoranda and other related documents;
  - b. Prepare notice of meeting and minutes of the meeting and disseminate the same as may be required;
  - c. Assist the candidates for scholarship and other similar L and D programs in the preparation of documents and other requirements;
  - d. Address queries related to the work of PDC;
  - e. Keep and manage the learning and development records of personnel as well as other PDC documents; and
  - f. Perform other related functions as may be deemed appropriate by the PDC.
6. Immediate dissemination and compliance of this Memorandum are desired.

*for Evelyn R. Fetalvero*  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

HRDD-RNEAP-MCP

