



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

June 04, 2024

**OFFICE MEMORANDUM**  
HRDD-2024- **291**

**RECONSTITUTION OF THE PERSONNEL DEVELOPMENT COMMITTEE**

To: Director IV  
Functional Division Chiefs  
All Others Concerned

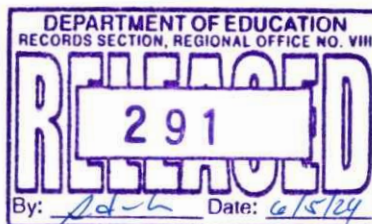
- Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 43, s. 1993 and amended in MC No. 10, s.1998, requiring all agencies to establish Personnel Development Committee (PDC), the same is hereby created in the Department of Education Regional Office VIII.
- The composition of Regional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

| <b>Designation</b>                      | <b>Name</b>           | <b>Position</b>             |
|---|-----------------------|-----------------------------|
| Chairperson                             | Ronelo Al K. Firmo    | Assistant Regional Director |
| Co-Chairperson                          | Harvie D. Villamor    | Chief, HRDD                 |
| Specialist Representative               | Gertrudes C. 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 Representative | Rose Marie M. Guino   | Chief, AD                   |
|   | Alma A. Suyom         | Chief, FD                   |
| Secretariat                             | Wedlyn P. Abalorio    | TCE II                      |
|   | Dina S. Superable     | EPS, HRDD                   |
|   | Michael C. Parado     | EPS II, RNEAP               |
|   | Ted Juan C. Peleño    | EPS II, HRDD                |

- 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.
- The Personnel Development Committee (PDC) shall perform the following duties and functions:
  - Develop internal policy guidelines in accordance with existing relevant regulations pertaining to the learning and development of DepEd personnel;
  - Prepare a comprehensive, competency-based Learning and Development (L&D) Plan for DepEd personnel;

- c. Coordinate and oversee the implementation of the L&D Plan for DepEd personnel;
  - d. Ensure that suitable L&D interventions are delivered to each individual personnel;
  - e. Monitor the progress of DepEd personnel in L&D programs and interventions, assessing their impact on workplace performance;
  - f. Evaluate and nominate DepEd personnel for participation in scholarship programs and other learning and development opportunities;
  - g. Review study leave applications and recommend appropriate actions to the head of the office;
  - h. Evaluate and recommend L&D programs for DepEd personnel to the head of office, based on the L&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.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director



HRDD-TJCP