



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

July 24, 2025

**DIVISION MEMORANDUM**  
**NO. 342, s. 2025**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
Public Elementary & Secondary School Teachers  
All Others Concerned

**COMPOSITION AND TERMS OF REFERENCE (TOR) OF THE DIVISION  
PERSONNEL DEVELOPMENT COMMITTEE (PDC)**

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989 as reinforced by CSC Memorandum Circular No. 43, s. 1993, which streamlined human resource development functions, the Department of Education commits to uphold professional excellence and support continuous learning and development among teaching and non-teaching personnel. With this, the Composition as well as the Terms of Reference (ToR) of the Division **Personnel Development Committee (PDC)** is herein issued. The Committee is created to oversee the strategic implementation, monitoring, and evaluation of all personnel development activities within the Division.
2. The establishment of this committee shall work on the basis of the hereunder provisions:

*I. Purpose*

The Personnel Development Committee (PDC) is established to ensure the systematic and equitable management of professional development initiatives aligned with the Division's goals and DepEd's thrusts for quality education.

*II. Objectives*

1. Assess training needs based on performance gaps, RPMS-PPST, and organizational priorities.
2. Review and recommend approval of nominations for scholarships, trainings, and development programs.
3. Promote fair and inclusive access to professional growth opportunities.
4. Ensure alignment of all L&D activities with the Division's L&D Plan and Capacity Development Agenda.
5. Monitor and evaluate the outcomes of development programs on individual and organizational performance.

*III. Composition*

Chairperson	:	Dr. Jun-Nilou D. Dulfo OIC-Assistant Schools Division Superintendent
Members	:	1. Dr. Renato S. Cagomoc CID Chief 2. Dr. Avelina P. Tupa OIC-SGOD Chief 3. Marita P. Senolos SEPS-HRD 4. Grace S. Pagunsan Administrative Officer V 5. Romeo D. Castante Teachers Association President 6. Sunshine Marjorie E. Ventures NEU President
Secretariat	:	Rosalia M. Rivera EPS II-HRD
Consultant	:	Ma. Marlie M. Mendoza Planning Officer III

**ADVISER:**

Dr. Margarito A. Cadayona, Jr., CESO VI  
OIC-Schools Division Superintendent

*IV. Roles and Responsibilities*

- Formulate and update the Division Learning and Development Plan.
- Review learning and development proposals and nominations.
- Recommend capacity development initiatives aligned with priority needs.
- Uphold transparency and merit in participant selection.
- Coordinate with external partners and funding agencies.
- Evaluate the impact of implemented programs.

*V. Meetings*

- The Committee shall convene quarterly or as deemed necessary by the Chair.
- A quorum requires the presence of at least 50% + 1 of the members.
- Minutes of meetings shall be prepared by the Secretariat.

*VI. Reporting and Documentation*

All decisions, nominations, and approved development activities shall be recorded and documented by the HRD Unit and submitted to the SDS for information and appropriate action.

*VII. Effectivity*

This Terms of Reference shall take effect immediately and remain in force unless revised or revoked by the Schools Division Superintendent.



3. The Public Schools District Supervisors are directed to facilitate the establishment and submission of the names of the **School** and **District** Personnel Development Committee following the suggested structure:

➤ District Personnel Development Committee

Chairperson: PSDS

Co-Chairperson: School Head

Members:

1. Continuing Professional Development (CPD) Coordinator
2. Learning Action Cell (LAC) Coordinator
3. Master Teacher/Department Head
4. Teachers Association President/Non-teaching Representative

Secretariat: \*To be identified by the PSDS

➤ School Personnel Development Committee

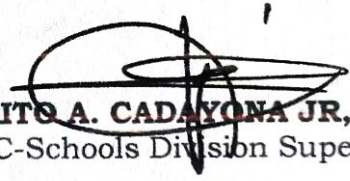
Chairperson: School Head

Members:

1. Continuing Professional Development (CPD) Coordinator
2. Learning Action Cell (LAC) Coordinator
3. Master Teacher/Department Head
4. Teachers Association President/Non-teaching Representative

Secretariat: \*To be identified by the School Head

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

  
MARGARITO A. CADAYONA JR, PhD, CESO VI  
OIC-Schools Division Superintendent

