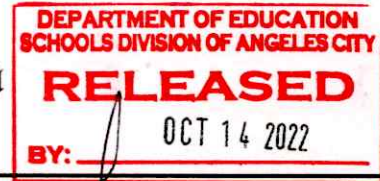




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



13 Oct 2022

DIVISION MEMORANDUM
No. 378, S. 2022

ADDITIONAL FUNCTIONS OF DIVISION PERSONNEL DEVELOPMENT COMMITTEE

TO: Assistant Schools Division Superintendent
Chief, School Governance Operations and Division
OIC Chief, Curriculum Implementation Division
Heads of Public Elementary and Secondary Schools

1. This office has issued a Division Memorandum No. 271A s. 2021 dated August 12, 2021 on the Composition of the Personnel Development Committee (PDC) which also enumerated the functions of the Committee.
2. Consistent with the efforts of this Office to continuously improve its Human Resources systems, the Division PDC is hereby directed to perform the following additional functions to further advance the human resources development programs for teaching and non-teaching personnel:
 1. Develop a review system mechanism that will regularly visit the existing policies as well as outcomes of programs and projects, especially on L&D, and come up with recommendations for enhancements for review and approval of the heads of the agency;
 2. Develop an Annual Learning and Development which will incorporate the data based on the professional competency-based needs of the personnel;
 3. Develop tools and mechanisms that will track the efficiency and effectiveness of the L&D programs;
 4. Develop, adopt and implement a judicious process and criteria in the selection of nominees/ candidates to ensure equitable distribution of scholarship and training and development opportunities among employees of the division;
 5. Periodically review existing policies, processes, guidelines and procedures relevant to the committee functions and other human resource development programs of the division and submit recommendation for improvement;
 6. Resolve or facilitate resolution of relevant issues raised by any significant party.
3. Immediate and wide dissemination of and compliance to this Memorandum is earnestly desired.



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City

Ma. Irellyn P. Tamayo
MA. IRELYN P. TAMAYO PhD CESO V *MA*
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
COMMUNICATIONS COMMITTEES

AGG/HRDU/14/10/2022