

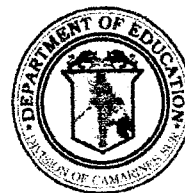


# Department of Education

Region V

DIVISION OF CAMARINES SUR

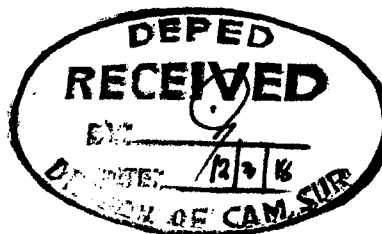
Freedom Sports Complex, San Jose, Pili, Camarines Sur



## DIVISION MEMORANDUM

NO. 425 s. 2018

TO: Asst. Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Section Chiefs  
All Other Concerned



FROM: *For: [Signature]*  
**CECILLE BERNADETTE P. RIVERA, CESO V**  
Schools Division Superintendent

DATE: November 26, 2018

SUBJECT: **COMPOSITION OF SDO CAMARINES SUR PERSONNEL DEVELOPMENT COMMITTEE (PDC)**

1. For the information and guidance of all concerned, the Schools Division Office of Camarines Sur Personnel Development Committee (PDC) is hereby organized for the full implementation of Learning and Development system, as follows:

Chairman:	<b>CECILLE BERNADETTE P. RIVERA</b> Schools Division Superintendent														
Co-Chairman:	<b>CECIL C. FERRO</b> Assistant Schools Division Superintendent <b>DOLORES Q. MAPUSAO</b> Assistant Schools Division Superintendent <b>SUSAN S. COLLANO</b> Assistant Schools Division Superintendent														
Members:	<table><tbody><tr><td><b>LITA T. MIJARES</b> Chief Education Supervisor, CID</td><td><b>SUEÑO S. LUZADA, JR.</b> Chief Education Supervisor, SGOD</td></tr><tr><td><b>MARIBEN D. BERJA</b> Education Program Supervisor, CID</td><td><b>SHERRY T. PEÑAS</b> Senior Education Program Specialist, HRD</td></tr><tr><td><b>DELFIN A. BONDAD</b> Senior Education Program Specialist, SMME</td><td><b>GINA A. VALENCIANO</b> Administrative Officer V</td></tr><tr><td><b>MINNIE E. TALAGUIT</b> Public School District Supervisor</td><td><b>GLORIA ORIÑO</b> Public School District Supervisor</td></tr><tr><td><b>IMELDA DEL ROSARIO</b> Public School District Supervisor</td><td><b>CHERYL F. ALTO</b> Principal II, Pasacao CS</td></tr><tr><td><b>GERTRUDES JOVEN</b> Principal II, Nabua East CS</td><td><b>ADRIAN AÑO</b> Education Program Specialist II, SocMob</td></tr><tr><td><b>BRUNO DE LA VEGA</b> Engineer III, SFU</td><td><b>OFELIA O. TUY</b> Nurse II</td></tr></tbody></table>	<b>LITA T. MIJARES</b> Chief Education Supervisor, CID	<b>SUEÑO S. LUZADA, JR.</b> Chief Education Supervisor, SGOD	<b>MARIBEN D. BERJA</b> Education Program Supervisor, CID	<b>SHERRY T. PEÑAS</b> Senior Education Program Specialist, HRD	<b>DELFIN A. BONDAD</b> Senior Education Program Specialist, SMME	<b>GINA A. VALENCIANO</b> Administrative Officer V	<b>MINNIE E. TALAGUIT</b> Public School District Supervisor	<b>GLORIA ORIÑO</b> Public School District Supervisor	<b>IMELDA DEL ROSARIO</b> Public School District Supervisor	<b>CHERYL F. ALTO</b> Principal II, Pasacao CS	<b>GERTRUDES JOVEN</b> Principal II, Nabua East CS	<b>ADRIAN AÑO</b> Education Program Specialist II, SocMob	<b>BRUNO DE LA VEGA</b> Engineer III, SFU	<b>OFELIA O. TUY</b> Nurse II
<b>LITA T. MIJARES</b> Chief Education Supervisor, CID	<b>SUEÑO S. LUZADA, JR.</b> Chief Education Supervisor, SGOD														
<b>MARIBEN D. BERJA</b> Education Program Supervisor, CID	<b>SHERRY T. PEÑAS</b> Senior Education Program Specialist, HRD														
<b>DELFIN A. BONDAD</b> Senior Education Program Specialist, SMME	<b>GINA A. VALENCIANO</b> Administrative Officer V														
<b>MINNIE E. TALAGUIT</b> Public School District Supervisor	<b>GLORIA ORIÑO</b> Public School District Supervisor														
<b>IMELDA DEL ROSARIO</b> Public School District Supervisor	<b>CHERYL F. ALTO</b> Principal II, Pasacao CS														
<b>GERTRUDES JOVEN</b> Principal II, Nabua East CS	<b>ADRIAN AÑO</b> Education Program Specialist II, SocMob														
<b>BRUNO DE LA VEGA</b> Engineer III, SFU	<b>OFELIA O. TUY</b> Nurse II														

2. Enclosure to this memorandum are the roles and responsibilities of Personnel Development Committee.
3. For the information and guidance of all concerned.

SDO Camarines Sur: *Caring, Engaging, Serving with United Heart*

### **Roles and Responsibilities of Personnel Development Committee (PDC)**

A review and recommending body that leads in examining policies, guidelines, plans and other outputs of the L&D system, recommends improvements, and endorses them to the head of office for approval. It also serves as the Scholarship Committee that shall assist the head of office in the selection of the best qualified employees for scholarship opportunities.

### **Schools Division SuperIntendent (SDS)**

- Approves designation of Program Management Team (PMT) to deliver L&D programs
- Approves final pre-delivery arrangements, including terms of reference and contracts of external Learning Service Providers and other suppliers
- Tracks program delivery through updates from PDC and intervenes, as necessary
- Reviews and approves L&D Program Completion Report

### **Schools Division PDC**

- Reviews and endorses composition of L&D delivery PMT to SDS for approval
- Reviews and endorses final pre-delivery arrangements (including terms of reference and contracts of external Learning Service Providers and other suppliers) to Regional Director for approval
- Tracks actual L&D delivery through updates from PMT and provides assistance to PMT, if needed
- Provides updates on L&D delivery to SDS based on PMT report
- Reviews Program Completion Report (including program evaluation) and endorses to SDS for approval L&D Program Management Team (PMT)
- Applies L&D delivery processes, tools and standards in implementing regional L&D programs
- Ensures that all pre-delivery, actual delivery and post-delivery tasks along the following areas are carried out to support achievement of program objectives:
  - o Team management
  - o Program management
  - o Resource and welfare support management
  - o Learning management

### **School Governance and Operations Division (SGOD)**

- Applies L&D program delivery processes, tools and standards in implementing division level L&D programs
- Provides technical assistance on L&D program delivery to schools division offices, schools and learning centers
- Performs external QATAME functions to ensure that all pre-delivery, actual delivery and post-delivery processes are carried out according to standards