



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 183, s.2022

AUG 17 2022

**RECONSTITUTED DIVISION PROFESSIONAL DEVELOPMENT COMMITTEE
(PDC)**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. Pursuant to CSC Memorandum Circular No. 25, s. 2003 and DepEd Order No. 001, s. 2020 entitled, "Guidelines of NEAP Recognition of PD Programs and Courses for Teachers and School Leaders," this Office announces the constitution of, the Division Professional Development Committee, as follows:

Chairperson: **MS. CARLEEN S. SEDILLA**
Schools Division Superintendent

Vice-chairperson: **DR. NERISSA ROXAS-LOMEDA**
Chief Education Supervisor, SGOD
OIC-Asst. Schools Division Superintendent

Members: **MRS. MADELINE ANN L. DIAZ**
Chief Education Supervisor, CID
MRS. MA. REGAELE A. OLARTE
Education Program Supervisor, SGOD

MRS. IVY M. ROMANO
Senior Education Program Specialist, HRD Section
Division & SGOD-L&D Focal Person/Manager

MRS. ALYSSA V. AVENTURADO
Public Schools District Supervisor
CID-L&D Focal Person/Manager

MRS. NOEMI A. VALDEZ
Administrative Officer V

DR. ZOREN PEPITO L. GUBALANE
Senior Education Program Specialist, M&E Section



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MR. EDIZER S. LAQUEO
Principal IV, President PESPA

MRS. VIRMA U. AMISTOSO
Budget Officer

MS. MAILEEN M. PEÑAFLOR
Administrative Assistant III

Secretariat:

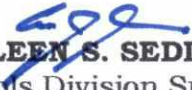
MR. ANDRES F. SICAM
Education Program Specialist II, HRD Unit

2. The Division Professional Development Committee shall perform the functions and responsibilities:

- 2.1. Develop, adopt, and implement a judicious screening process and criteria in the selection of nominees/candidates to ensure equitable distribution of scholarship and training and development opportunities among officials and employees of the Division;
- 2.2. Periodically review existing policies, process, guidelines and procedures relevant to the committee functions and relation to the career development programs of the Division and recommend improvements thereon;
- 2.3. Prepare Division's Learning and Development (L&D) Plan based on the competency-gap assessment and training needs analysis anchored on the PSST, PPSSH, and PPSS;
- 2.4. Handle the initial and final screening of PD program and courses with the office responsible and based on guidelines/ criteria set by DepEd-NEAP or the NEAP-Accredited Service Providers;
- 2.5. Develop, adopt, and implement a judicious screening process in evaluating and equality assurance of Division and school PD Programs and Courses to ensure approval by the Regional Level;
- 2.6. Lead the periodic review of existing Learning & Development (L&D) policies, processes, guidelines and procedures relevant to PDC functions in order to plan career/ professional L&D initiatives that address personnel competency-gaps.
- 2.7. Explore developmental opportunities for teaching and non-teaching personnel offered by local international NEAP-Accredited service e providers/ agencies;
- 2.8. Determine provisions for L&D activities, scholarship contact, training funds and other individual and group entitlements;
- 2.9. Nominate, evaluate, and deliberate based on the guidelines and other DepEd related policies, the qualifications of candidates/ nominees for local and foreign PD scholarship, trainings, seminars, capability building, and short and long-term courses;
- 2.10. Recommend to the SDS the most qualified nominee/s or / and PD programs and courses in accordance with the PD screening evaluation results;

Grantee who has been explicitly identified by the head of agency or by the higher office or by the sponsoring entity shall no longer undergo selection process by the PDC.

- 2.11. Devise a system of monitoring the PD programs and course implementations including PD scholars /grantees to assess progress as well as the support mechanisms needed to enable them to achieve the professional development goals or objectives of the programs, in accordance with section/ unit heads;
 - 2.12. Build and maintain a network of institutions providing opportunities for PD scholarship and other NEAP-Accredited training grants;
 - 2.13. Maintain a pool nominees for specific PD scholarship/ training grants;
 - 2.14. Submit periodic reports on PDC activities to the SDS;
 - 2.15. Provide technical assistance to Division program owners and school personnel in selection, evaluation and quality assurance of school-based PD initiatives based on the set criteria by CO-NEAP;
 - 2.16. Monitor the implementation of PD programs and courses and ensures their positive impacts to employee's personal and professional development, teaching and learning process and other school-related operations.
3. Wide dissemination of, and strict compliance with this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: None

Reference: As stated

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

COMMITTEES

PROGRAMS

MALD/Reconstituted School Professional Development Committee

183 / August 15, 2022