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

**Office of the Schools Division
Superintendent**

MEMORANDUM

**COMPOSITION OF THE SCHOOLS DIVISION PERSONNEL DEVELOPMENT
COMMITTEE (SDPDC)**

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

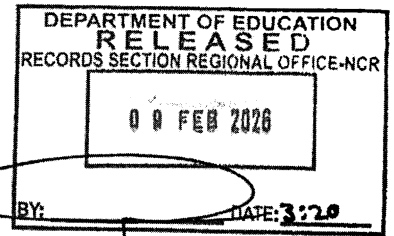
1. Pursuant to DepEd Memorandum DM OUHRD-2026-018 dated January 19, 2025, regarding the **Guidelines on Ensuring Effective Management of NEAP Scholarship Processes**, this Office announces the composition of the Personnel Development Committee of the Schools Division Office of Muntinlupa.
2. Relative to this, the following officials shall constitute the Personnel Development Committee:

Chairperson:	DR. LILIA A. RICERO Assistant Schools Division Superintendent
Members:	DR. FLORANTE C. MARMETO CID, Chief Education Supervisor MS. MA. REGAELE A. OLARTE SGOD, Chief Education Supervisor MS. NOEMI A. VALDEZ Administrative Officer V MS. ANGELA M. FRANCISCO Administrative Officer IV- Personnel MS. VIRMA U. AMISTOSO Budget Officer
Secretariat	MS. IVY M. ROMANO SEPS-HRD MR. ANDRES F. SICAM JR. Eps II-HRD

3. The duties and responsibilities of Personnel Development Committee at the division level are clearly stipulated in the guidelines to ensure effectiveness in the implementation of learning and development and scholarship programs, within the division and schools as follows:



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



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February 2, 2026

REGIONAL MEMORANDUM

No. 113, s. 2026

RECEIVED BY:
 [Signature] 2/10/26 - 8:57 AM
 MARLON A. SALONGA
 SDO-MUNTINLUPA (RECORDS UNIT)

To: Schools Division Superintendents
 All Others Concerned

COMPOSITION OF REGIONAL OFFICE PERSONNEL DEVELOPMENT COMMITTEE (ROPDC)

1. Pursuant to DM-OULS-2026-018 on the Guidelines on Ensuring Effective Management of NEAP Scholarship Processes, this Office, through the Human Resource Development Division, created and promulgated the **Regional Office Personnel Development Committee (ROPDC)** to ensure consistency, coherence, and effective implementation of personnel development initiatives in the Region. ROPDC is hereby established to serve as the review and recommending body responsible for examining analyzing proposed policies, guidelines, plans, and other outputs of the Learning and Development (L&D) System. It shall also recommend improvements and endorse such outputs to the Regional Director for approval.

2. As such, the following officials will form the members of the Regional Office Personnel Development Committee:

- Chairperson : **HAJJI R. PALMERO**
Chief, HRDD-NEAP R
- Vice Chairperson : **LEAH AILAH C. VICENCIO**
Senior Education Program Specialist, NEAP
- Members : **ARREN V. ADUAN**
Education Program Supervisor, HRDD
- RODOLFO J. COLOCAR**
Education Program Supervisor, HRDD
- RICHARD D. VIDAL**
Education Program Specialist II, HRDD
- ELSA P. MARIANO**
Administrative Officer V, Personnel Section



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Secretariat : **JEROL C. DE LIRA**
Administrative Assistant III, NEAP

FAVI KHARL O. ODATO
Technical Support Staff, NEAP

3. The ROPDC shall perform the following duties and responsibilities:
 - a. Leads in the review, analysis, and recommendation of proposed policies, guidelines, plans, and other outputs related to the Human Resource Development (HRD) system, improvements, and then endorses them to the Regional Director for approval;
 - b. Evaluates and recommends L&D programs for DepEd personnel based on the L&D Plan, individual development plans, identified competencies, and other strategic considerations;
 - c. Facilitates the selection of the best-qualified employees for scholarship programs and other L&D opportunities;
 - d. Ensures performance monitoring, rewards, and recognition systems are properly applied within the office;
 - e. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and
 - f. Submits required reports to the head of the office regarding L&D activities and accomplishments.
4. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email richard.vidal@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

rdv/hrdd