

Imelda M. Gayas

P-4

Reymund Remandaban

MT-1

Rodel M. Naval

Budget Officer

Angelo Alcaraz

EPS, PRU

Imah Pertible

Administrative Assistant, PRU

Secretariat: **Meriam M. Gualdrapa**

SEPS, HRD

Member: **Emma A. Eval**

EPS II, HRD


2. **Functions and Responsibilities**

A. Personnel Development Committee

- a. Develop, adopt and implement a screening process and criteria in the selection of nominees/candidates to ensure equitable distribution of scholarships, trainings and other human resource development programs and interventions among teaching and non-teaching personnel;
- b. Prepare, review and refine Learning and Development Plan of the SDO based on the result of the competency need assessment;
- c. Screening, evaluate and deliberate on the qualifications of candidates/nominees to local scholarships (Department-sponsored or locally funded), foreign scholarships, training and short-term course and other career human resource development programs and interventions called for by the Department;
- d. Update the pool of potential candidates taking into account the career development;
- e. Prepare memoranda and other related documents;
- f. Assist candidates/nominees for scholarships, short-term courses and other human resource interventions;
- g. Recommend/endorse to the Head Agency or her /his authorized representative the most qualified nominee/s or recipient/s in conformity to the screening results for a particular professional development intervention or program; and
- h. Continuously explore training opportunities, scholarship programs and other capability building interventions /programs to all employees offered by local and international agencies.

B. Personnel Development Committee Secretariat

- a. Disseminate information on invitations for scholarship/training/workshop to all personnel in the division, schools and learning centers;
 - b. Prepare Memorandum, notices for screening, deliberation and meeting of the PDC;
 - c. Provide assistance to the nominees/candidates in the preparation and accomplishment of the necessary documents required for training and scholarship;
 - d. Manage a database of L & D programs/scholarship and other related documents
 - e. Prepare assessment tool/criteria and pre-screen applicants based on documents and requirements for shortlisting and endorsement;
 - f. Manage reports as deemed necessary; and
 - g. Take minutes during meetings of PDC.
3. For Information, dissemination of and compliance of all concerned.


JUDELLA R. LUMRAS EdD, CESO VI
Schools Division Superintendent



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HRDS



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