



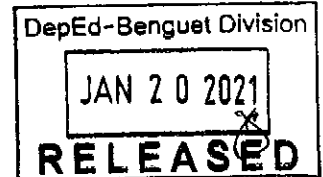
Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

January 18, 2021

**DIVISION MEMORANDUM**

NO. 22 s. 2021

TO: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned



**COMPOSITION AND DUTIES AND RESPONSIBILITIES OF DIVISION PROFESSIONAL DEVELOPMENT COMMITTEE (DPDC)**

1. In line with Division Memorandum no. 72, s. 2020: Creation of SDO Benguet Human Resource Management and Development (HRMD) Committee; and the goal to excel in public service delivery, this office extends and recommends the creation of the Division Professional Development Committee to address specific Learning and Development needs of all SDO Benguet employees to improve systems, competencies, and practices.
2. The committee shall consist of the following personnel:

Consultant: Benilda M. Daytaca, EDD, CESO VI  
OIC – SDS  
Chairman: Samuel T. Egsaen, JR., EDD  
OIC- ASDS  
Co-Chairpersons: Lucio B. Alawas, CES-SGOD  
Rizalyn A. Guznian, EDD, CES-CID  
Members: Glenn N. Duguis, AO V  
Florinda C. Pagoy, Accountant  
Florabel E. Buclay, Budget Officer  
Florabel C. Balanon, Supply Officer  
Eric S. Wanson, ITO  
Atty. Nover Singgangan  
Warden A. Baltazar, EPS- CID  
Wilfred C. Bagsao, EPS-CID  
Macarthy B. Malanes, EPS-CID  
Francis F. Peckley, EPS-CID  
Samuel S. Ayangdan, EPS- CID  
Merlyn Conchita O. de Guzman, EPS-CID  
Norbert Lartec EPS-CID  
Erlinda C. Quinuan, EPS-CID  
Tito C. Bestre, EPS-CID  
Sonia Dupagan, EPS - CID  
Ceasar B. Luma-ang, EPS-SGOD  
May Claire Claire Jimenez, SEPS – SMN  
SEPS SMM&E



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**Department of Education**  
**Schools Division of Benguet**

Xylene Grail D. Kinomis, SEPS-HRDS  
Stephen Bulalin, SEPS – P&R  
Mary Grace G. Matias, MO  
Kenneth Kelcho PDO 1, YF  
Secretariat: Corazon C. Quipot, EPS II-HRDS  
Joven B. Agtani, SMM&E

3. The following specific duties and responsibilities of the committee are in-tuned with the principles and standards set forth by the Learning and Development Plan of the Civil Service Commission and the Department of Education through the National Educators Academy of the Philippines (NEAP):
  - a. Support all employees in the Schools Division of Benguet in their professional learning throughout their career, especially as it relates to the strategic directions of Deped, and must always adhere to specific guidelines of equal opportunity principles;
  - b. Ensure that high quality professional development programs are provided and monitored based from an updated tracking system that must not be limited in providing information on budget utilization, percentage of employees provided with Learning and Development (L&D) intervention, and feedback on conduct of L&D interventions.
  - c. Conduct regular meetings and orientations for planning, developing and review of annual Learning and Development Plan (LDP) adhering to specific guidelines of equal opportunity principles which may be based from but not limited to the three year Human Resource Management and Development Plan of the Division, consolidated Professional Development needs of SDO Benguet employees, and other related mandates from the CO and the RO;
  - d. Ensure transparency, consistency, credibility, and fairness in the evaluation of Learning Service Providers and professional development programs;
  - e. Quality assure training programs implemented in the Division to ensure the use of mix methodologies that are learner-centered and to assist in facilitating achievement of learning objectives;
  - f. Develop customize criteria and screening process for selecting nominees to scholarships and conferences; and
  - g. Quality assure monitoring and evaluation schemes to assess participants' acquisition of learning vis-à-vis learning objectives and Learning Service Providers performance.
4. The PDC duties and responsibilities shall take effect immediately upon approval and unless repealed by subsequent issuance.
5. Immediate dissemination of and strict compliance to this Memorandum are directed.

  
**BENILDA M. DAYTACA EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Office of the Schools Division Superintendent

sgod/pdc/xdk



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