



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 313480	TIME: 11:14 AM
BY: _____	DATE: 20 FEB 2026
RELEASED	

**Office of the Schools Division
 Superintendent**

February 19, 2026

DIVISION MEMORANDUM
 No. **109**, s. 2025

**RECONSTITUTION OF SCHOOLS DIVISION PERSONNEL DEVELOPMENT
 COMMITTEE (SDPDC)**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 All Others Concerned
 This Division

- Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, s. 1989 and Memorandum DM-OULS-2026-018 titled Guidelines on Ensuring Effective Management of NEAP Scholarship Processes, the Schools Division Personnel Development Committee (SDPDC) is hereby reconstituted, as follow:

Chairperson: **MARIA COLEEN L. EMORICHA, EdD, CESO VI** - *ASDS*

Members: **OLIVER B. TALAOC, EdD** - *Chief ES, SGOD*
 Alternate: **ROSMINDO L. ANCHETA, JR.** - *EPS*

Alternate: **RODOLF JOHN T. RODRIGUEZ** - *Chief ES, CID*
ROSE MARIE E. DIOCARES - *EPS*

Alternate: **LILIBETH HERLA** - *Pres. Teachers' Association*
MYRRHA C. MEJIA - *Vice President*

Alternate: **ALMA FRAULEIN M. GARCIA** - *SEPS, HRD*
ELLEN MAE F. VILLASIS - *EPS II, HRD*

Alternate: **GRACE R. JUGNO** - *AO V*
RENZ ROY A. RAMOS - *AO IV, HRMO*

Secretariat: **HELEN GRACE P. AM-IS** - *PDO I*
CHARLYN O. BURLAT - *ADAS III*
JOSHUA MARCO A. BUCAYAN - *AOII*



Pangi, Ipil, Zamboanga Sibugay, 7001
 0968-520-9123
 zamboanga.sibugay@deped.gov.ph
 depedzamboangasibugay.ph
 DepEd Tayo Zamboanga Sibugay Division

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	February 18, 2026	Page	1 of 3



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

2. Enclosed here is the roles and responsibilities the SDPDC shall perform.
3. For widest and immediate dissemination.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

Encl.: None

References: Memorandum DM-OULS-2026-018
CSC Memorandum Circular No. 10, s. 1989

To be indicated in the perpetual index under the subject:
RECONSTITUTION PERSONNEL DEVELOPMENT COMMITTEE

ZS-DM-SGOD-HRD-2026-02- 61 -0
AMG-202602 19



Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

Enclosure 1. Roles and Responsibilities of Schools Division Personnel
Development Committee (SDPDC)

- 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 Schools Division Superintendent 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. Reviews applications for study leave and recommends appropriate action to the head of the office;
- e. Ensures performance monitoring, rewards, and recognition systems are properly applied within the office;
- f. Helps develop internal policy guidelines in accordance with existing relevant guidelines related to the L&D of personnel; and
- g. Submits required reports to the head of the office regarding L&D activities.

Additionally, the PDCs across governance levels shall monitor the progress of the scholars and provide technical assistance, as needed. The SDPDC shall prepare and submit a quarterly report to the ROPDC who will then compile a consolidated report for the COPDC.