



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

February 9, 2026

DIVISION MEMORANDUM

No. **079** s. 2026

**RECONSTITUTION OF THE SCHOOLS DIVISION PERSONNEL DEVELOPMENT
COMMITTEE (SDPDC) AND SCHOOLS DIVISION SCHOLARSHIP
COMMITTEE (SDSC) IN SDO AKLAN**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary
and Integrated Schools
All Others Concerned

1. In line with the Human Resource Management System under Civil Service Commission (CSC) Memorandum Circular No. 3, s. 2012, entitled "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)," CSC Memorandum Circular No. 43, s. 1993, amending MC No. 10, s. 1989, which mandates all agencies to establish a Personnel Development Committee (PDC), and DM-OULS-2026-018 on the Guidelines on Ensuring Effective Management of Scholarship Processes, this Office hereby announces the creation and reconstitution of two (2) committees, namely the Schools Division Personnel Development Committee (SDPDC) and the Schools Division Scholarship Committee (SDSC), which shall respectively serve as the screening and coordinating body for timely, relevant, and competency-based human resource development programs and interventions, and as the committee responsible for ensuring the systematic, transparent, and harmonized implementation of scholarship programs supporting the professional development of teaching and teaching-related personnel across all governance levels in the Schools Division Office of Aklan.

2. The SCHOOLS DIVISION PERSONNEL COMMITTEE (SDPDC):

Chairperson: **RAMON D. PARAS JR. EdD**
Assistant Schools Division Superintendent

Co-Chairperson: **DOBIE P. PAROHINOG**
Chief Education Supervisor – CID

Member: **MICHAEL T. RAPIZ**, Chief Education Supervisor – SGOD
ROLAND F. DEMOCRITO, AO V General Services
LOUIE B. ZOROLLA, PSDS Representative
CHARLIE I. URETA, EPS Representative
LEILA L. PAMATI-AN, SEPS HRDS
JUNE R. PATRICIO, SEPS M&E
MIKKO JAN D. LOPEZ, SEPS Planning and Research

Secretariat: **MARLYN T. BEREBER**, AO IV HR
JOHN REY G. MAAGMA, EPSt. II – HRDS
JOHN C. MARCIALES, EPSt. II – M&E

3. Below are the duties and functions of the Personnel Development Committee:



Población, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

- 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.
- h. SDPDCs 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.

4. The SCHOOLS DIVISION SCHOLARSHIP COMMITTEE (SDSC)

Chairperson: **DOBBIE P. PAROHINOG**
Chief Education Supervisor – CID

Vice-Chairperson: **ATTY. LANCE JESTER R. DANTES**
Attorney III

Regular Member: **EPS MARY CHERRY LYN M. TABERNILLA**
EPS EDSLYN T. BIRAY
EPS REBECCA C. IBARRETA
EPS MARTH S. TROPA
EPS KYZIL D. LIPAR
EPS JOHANN C. CAWALING
EPS DIVINA I. BARRERA
EPS DARREN N. NAELGAS
EPS ANALYN C. PEREZ
EPS MAHNNIE Q. TOLENTINO
EPS CHARLIE I. URETA
AO IV MARLYN T. BEREBER

Secretariat: **SEPS LEILA L. PAMATI-AN**
EPSt. II JOHN REY G. MAAGMA
AO IV MARIA CHARO I. CARILLO

6. Below are the duties and functions of the Schools Division Scholarship Committee (SDSC):

- a. Oversee the scholarship application procedures within the Schools Division.
- b. Disseminate information on scholarship opportunities.
- c. Review and screen the endorsed scholarship application of DepEd personnel from the schools and the functional division units. Such reviews are conducted in accordance with the qualifications, program prerequisites, and criteria set forth by DepEd and the sponsoring agencies.
- d. Present and submit the following to the SDPDC for approval and subsequent endorsement by the Schools Division Superintendent:
 - i. Roster of nominees for scholarship grants to sponsoring agencies and, where applicable, to the Regional Office.
 - ii. Policy recommendations addressed to the Regional Office



- e. Provide technical assistance to the nominee/s in completing and submitting the requisites mandated by DepEd and/or the sponsoring agencies
 - f. Maintain and regularly update the database of division-level active scholars and pool of potential scholars. The minimum number of potential scholars is determined by the Schools Division Superintendent.
 - g. Develop a comprehensive monitoring and evaluation plan to assess the progress of the grantees and their adherence to the stipulated scholarship requirements for program fulfillment.
 - h. Formulate supportive measures to assist scholars in attaining the intended goals and objectives of the scholarship program, including the Workplace Application Plan.
 - i. Monitor the tasks of active scholars in their on-going classes and implementation of their WAP and conduct of relevant academic research when applicable;
 - j. Monitor compliance of scholars with their service obligations; and settlement of penalties.
 - k. Design a feedback mechanism to aggregate experiences of the scholars within the program and communicates effectively the consolidated feedback to sponsoring agencies. Impact studies and rapid assessments may also be conducted.
 - l. Facilitate the processing of requests for deferment, dropping out or withdrawal from the scholarship programs.
 - m. Coordinate with scholarship sponsorship agencies.
 - n. Suggest to SDPDC potential resolutions to pertinent issues raised by significant stakeholders.
 - o. Align and cross-reference scholarship grants with the personnel benefits, including service credits, leaves, compensation, workload allocation and other related requests pertinent to potential and active scholars.
 - p. Conduct orientation on scholarship contracts and terms and conditions of scholarship programs.
 - q. Assist in the verification of scholarship-related documents submitted for promotion and job application
5. It is understood that in the implementation of Learning and Development System, there shall be no discrimination on the account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

RAMON D. PARAS JR., EdD, CESE
 Asst. Schools Division Superintendent
 In-charge of the Division

Encl: As stated
 To be indicated in the Perpetual Index under the subject:

COMMITTEES TRAINING PROGRAMS

LLP/jrgm



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