

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

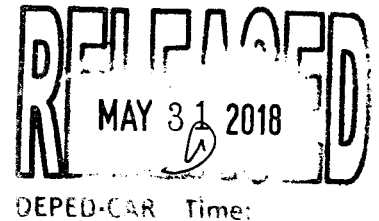
Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



May 10, 2018

**REGIONAL ORDER**  
No. 004.2018

**RECONSTITUTING THE COMPOSITION OF THE REGIONAL  
PERSONNEL DEVELOPMENT COMMITTEE (RPDC)**



**To: Schools Division Superintendents  
Chiefs of RO Functional Divisions  
All Others Concerned**

1. Pursuant Regional Memorandum No. \_\_\_\_\_, s. 2014, Civil Service Commission (CSC) Memorandum Circular No. 43, s. 1993 and MC No. 10, s. 1989 is hereby reconstituted as follows:

**Chairperson:** BETTINA DAYTEC-AQUINO  
Assistant Regional Director

**Members:** CHIEFS OF ALL DIVISIONS

(1) REPRESENTATIVE – Level 1

(1) REPRESENTATIVE – Level 2

**Secretariat:** Human Resource Development Division

2. Functions of the PDC

The main function of the PDC is to serve as screening and coordinating committee on providing timely, relevant and competency-based human resource development programs and interventions to teaching, teaching related and non-teaching personnel.

- Disseminate and implement the localized policy guidelines in the selection of nominees to trainings, course studies, workshops and similar others in accordance with existing CSC and the Department's policies and standards;
- Prepare the Regional Human Resource Development Plan (HRDP) based on the competency assessment, learning needs which is to be updated annually and include specific guidelines on application of Equal Opportunity Principles (EOP) in the Learning and Development policies;
- Screen qualified nominees based on the HRD Plan, policy guidelines and criteria set for scholarships and program participation based on Local, National and International standards;

**Contact Numbers (Area Code: 074):**

|                                 |          |                         |          |                  |          |        |          |
|---------------------------------|----------|-------------------------|----------|------------------|----------|--------|----------|
| Office of the Regional Director | 422-1318 | Administrative Division | 422-1804 | CLMD             | 422-7096 | HRDD   | 422-9590 |
| Fax                             | 422-4074 | Cash Section            | 423-2215 | LRMDS            | 422-0615 | NEAP-R | 422-5500 |
| Office of the ARD               | 422-9590 | Payroll Section         | 424-3993 | ESSD             | 423-2218 | PPRD   | 422-9590 |
| ICT Unit                        | 422-1318 | Records Section         | 423-2213 | Finance Division | 422-5155 | QuAD   | 422-5187 |
| Public Affairs Unit             | 422-1318 | Supply Section          | 422-2198 | FTAD             | 424-5187 | COA    | 422-7434 |
| Legal Unit                      | 423-2214 | General Services Unit   | 422-1804 |                  |          |        |          |




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- d. Recommend to the Regional Director the most qualified nominees and recipients in accordance with screening results, except if concerned recipient(s) had been explicitly identified by the Regional Director in the exigency of the service and/or direct identification of trainees/recipients by the Central Office.
3. Functions of the PDC Secretariat
- a. Prepare assessment sheets of nominated employees and pre-screen such based on records, and the Department's policy guidelines as well as the sponsors/organizers requirements;
- b. Prepare pertinent papers such as memoranda to the field, training/course study contacts (if applicable);
- c. Assist the candidate/s in the preparation/accomplishment of needed training and scholarship requirements;
- d. Issue notices and agenda for convening the screening/deliberations/meetings of the PDC; and,
- e. Document and maintain database of PDC deliberations, including pertinent records and travel documents.
4. For immediate and widest dissemination.

  
**MAY B. ECLAR, Ph.D., CESO V**  
ROIC – Regional Director

HRDD/eiram/5.10.18

**Contact Numbers (Area Code: 074):**

|                   |          |                         |          |                  |          |        |          |
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