



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

March 02, 2026

DIVISION MEMORANDUM
NO. 102, s.2026

**RECONSTITUTION OF SCHOOLS DIVISION PERSONNEL DEVELOPMENT
COMMITTEE (SDPDC) AND SCHOOLS DIVISION SCHOLARSHIP COMMITTEE
(SDSC) OF SDO SORSOGON**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/OIC-PSDS's
All Elementary and Secondary School Heads
Section/Unit Heads, *this Division*
All Other Concerned

1. Pursuant to Civil Service Commission (CS) Memorandum Circular (MC) No.10, s. 1989 and CSC MC No. 43, s. 1993 requiring the establishment of the Personnel Development Committee (PDC) in all government agencies and instrumentalities; DepEd Order No. 13, s. 2007 titled: Reorganizing the DepEd Special Committee on Scholarship for Local and Foreign Grants; Regional Memorandum No. 00160, s. 2026 on the Guidelines on Ensuring Effective Management of NEAP Scholarship Processes and in line with the Department of Education's commitment to support the professional development of its personnel, the National Educators Academy of the Philippines (NEAP) aims to streamline the scholarship management process to ensure equitable access to all scholarship opportunities and enable prompt responses to Calls or Applications.
2. This Office hereby reconstitute the Schools Division Personnel Development Committee (SDPDC) and Schools Division Scholarship Committee (SDSC) to ensure the effective delivery of professional development programs for personnel anchored on the principle of equal opportunity.
3. The Schools Division Personnel Development Committee (SDPDC) shall be composed of the following:

SDPDC	NAME OF PERSONNEL	POSITION
Chairperson	JOSE L. DONCILLO	Schools Division Superintendent



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Vice-Chairperson	CHERYLL V. BERMUDO	Asst. Schools Division Superintendent
Members	GINA Q. TAROG	CES – CID
	JOHN REY J. PEREZ	CES - SGOD
	JOMAR E. ENGURRA	AO – V (Admin.)
Secretariat	BERNADETTE R. BEDIS	SEPS - HRDS
	DODGE E. LAGMAN	EPS II - HRDS

4. The Schools Division Scholarship Committee (SDSC) shall be composed of the following:

SDSC	NAME OF PERSONNEL	POSITION
Chairperson	GINA Q. TAROG	CES – CID
Vice-Chairperson	ATTY. ALLANA ERICA D. CORTES	Attorney III
Members	RODEL E. PANCHO	Education Program Supervisor
	JOMAR E. ENGURRA	AO – V (Admin.)
Secretariat	BERNADETTE R. BEDIS	SEPS - HRDS
	JAN PAULINE J. DEL ROSARIO	AO IV (Records)

5. The duties, functions, and responsibilities of the Division PDC and Division Scholarship Committee is attached as Enclosure No. 1 in this Memorandum.
6. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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Enclosure 1 to Division Memorandum No. s. 2026

**Duties, Functions, and Responsibilities of the Schools Division PDC and
Schools Division Scholarship Committee**

1. The Schools Division Personnel Development Committee (SDPDC) shall perform the following duties and functions:

- a. Leads in the review, analysis, and recommendation of proposed policies, guidelines, plans, and other output related the the Human Resource Development (HRD) system, improvements, and then endorses them to 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;
- g. Submits required reports to the head of the office regarding L&D activities;
- h. The 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.

2. The Schools Division Scholarship Committee (SDSC) shall perform the following duties and functions:

- a. Oversee the scholarship application procedures within the Schools Division;
- b. Disseminate information on scholarship opportunities;





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- 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 scholarship programs;
 - m. Coordinate with scholarship sponsorship agencies;
 - n. Suggest to SDPDC potential resolutions to pertinent issues raised by significant stakeholders;
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- 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.

