



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 028-2019

AN ORDER REORGANIZING THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) OF THE MUNICIPALITY OF PINAMALAYAN, PROVINCE OF ORIENTAL MINDORO

WHEREAS, CSC Memorandum Circular No. 10, series of 1989 directs the formation of a Personnel Development Committee (PDC) in all departments, agencies and instrumentalities of the National Government including Local Government Units and Government-Owned and Controlled Corporations;

WHEREAS, the Municipal Government of Pinamalayan affirms the importance of every employee as a resource to be valued through prioritization of programs that directly contribute to the advancement of their personal and career growth;

WHEREAS, human resource development programs shall be enhanced through establishment of personnel mechanism to ensure proper screening and evaluation of qualified candidates for training, career development opportunities and scholarship programs;

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order and direct the creation of the Human Resource Development Committee of the Municipal Government of Pinamalayan as follows:

Section 1. COMPOSITION. The HRDC shall be composed of the following:

Chairperson:

MS. MIRASOL J. SANTOS Municipal Administrator/Authorized Representative of the Mayor

Vice-Chairperson:

MS. NEMIA B. MONSANTO Administrative Officer V/HRMO III

Members:

MS. ZAIDA D. MICIANO	Municipal Budget Officer
MS. JUDY D. MORENTE	Municipal Accountant
EnP ORLEX H. MARAYAN	Statistician I/ Second Level Representative
MS. LYN T. OZAR	Administrative Assistant II/First Level Representative

Section 2. TERM OF MEMBERS. The first and second level representative shall serve for two (2) years while the other members of the HRDC shall serve for a period of three (3) years unless revoked or suspended by the Mayor for a valid cause. In case of resignation, retirement, separation, transfer, re-assignment, removal or death of a member, the Mayor shall designate the replacement.

Section 3. DUTIES AND FUNCTIONS. The Members of the HRDC shall perform the following duties and functions:

1. Develop guidelines for the selection of nominees to training and scholarship programs in accordance with existing civil services policies and standards;
2. Incorporate in said guidelines specific provisions, stating among other things, the responsibilities of selected nominees to the office sending them to a scholarship or training grant and vice versa.;
3. Prepare a list of training courses based on the identified training needs with the corresponding list of prospective participants, in coordination with the training officer;
4. Conduct the screening of qualified employees from the list of prospective participants relevant to the training course/scholarship under consideration.
5. Recommend to the head of agency the most qualified nominees in accordance with agency guidelines, for training or study programs;



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph


6. Study and make recommendations to the head of agency on the availment of invitations and offers for participation in training or study programs both local and foreign in relation to the needs of the agency;
7. Publish or post in conspicuous places within the municipal premises available training or scholarship opportunities at least a month before the date of screening for such grants; and
8. Conduct a continuing monitoring of municipal scholars/grantees sent to various training programs, both foreign and local;

Section 4. HRDC SECRETARIAT. The Human Resource Management Office shall serve as secretariat who shall be responsible in providing technical and administrative support, documentation of the proceedings, preparation of indorsements, letters, contracts and such other services as may be deemed useful in the discharge of its functions.

Section 5. MEETING. The Committee shall regularly convene once a month. However, the chairperson may call for a special meeting anytime as maybe deemed necessary.

Section 6. EFFECTIVITY. This Executive Order takes effect on August 9, 2019. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 9th day of August 2019.


ARISTEO A. BALDOS, JR.
Municipal Mayor