



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 031-2016

AN ORDER RECONSTITUTING THE COMPOSITION OF PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF MUNICIPAL GOVERNMENT OF PINAMALAYAN, ORIENTAL MINDORO.

WHEREAS, Civil Service Commission MC NO. 10 Series of 1989 provides for the establishment of a Personnel Development Committee in all departments, agencies, instrumentalities, branches and subdivisions in government, including government owned or controlled corporations

WHEREAS, the Municipal Government of Pinamalayan is committed in providing personnel development to enhance departmental operations and raise the bar for public service;

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 reconstitute the composition of Personnel Development Committee.

Section 1. Composition. The Personnel Development Committee shall be composed of the following:

Chairperson: Mirasol J. Santos - Municipal Administrator

Members:

Nemia B. Monsanto	- HRMO II
Rosenio A. Toriano	- MPDC
Enrique N. Mocling	- Asst. Municipal Assessor
Zaida D. Miciano	- Mun. Budget Officer
Judy D.G. Morente	- Mun. Accountant

Two representatives from the first level chosen through general assembly

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Section 2. Function of the PDC.

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.

These provisions shall be embodied in the contract which the selected nominee and the Local Chief Executive shall enter into;

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. The list of courses and the prospective participants for each program shall be updated every 6 months;
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;
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;
8. Conduct a continuing monitoring of municipal scholars/grantees sent to various training programs, both foreign and local; and
9. Submit to the head of agency a quarterly report of its accomplishment

Section 3. Secretariat. The Committee Secretariat shall assist the Personnel Development Committee in the performance of the functions. The Committee Secretariat shall be composed of at least 2 personnel coming from the HRMO. Specifically, the Secretariat shall perform the following functions:

1. Provide the list of qualified employees based on the list of prospective participants prepared by the Committee;
2. Prepare pertinent papers relative to the scholarship or study grants such as the authority to travel, preparation of vouchers, pre/post travel accommodation, registration free etc.;



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3. Prepare correspondence, memoranda, report, etc;
4. Issue notice of meeting to all members of the Committee
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6. Maintain records of Committee meetings and corresponding communications to the head of agency; and
7. Prepare an annual report on the accomplishment of the Committee.

Section 4. Effectivity. This executive order shall take effect immediately.

Done this 8th day of August 2016 at the Municipality of Pinamalayan.


ARISTEO A. BALDOS, JR.
Municipal Mayor