



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No.043-284-3146

EXECUTIVE ORDER NO. 12-2022

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

WHEREAS, Section 1 of Rule VIII, Book V of Executive Order No. 292 otherwise known as the Administrative Code of 1987 provides that every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public;

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 is committed to providing personnel with human resource development opportunities to ensure that individuals and departments are able to contribute fully to the attainment of mission and vision of the agency;

WHEREAS, there is a need to reconstitute the Human Resource Development Committee 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 reconstitution 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 - MGDH-I - HRMO

Members:

MR. MARLO C. ROSALES - MGDH-I - MDRRMO
MS. ZAIDA D. MICIANO - Municipal Budget Officer
MR. ACE BRIAN A. ALIMURONG - Assistant Municipal Accountant
MR. RONE B. MADRID - Administrative Officer IV/OIC GSO
Second Level Representative
MR. JHON FIEL P. PRIVADO - Administrative Aide I/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;





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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;
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 shall take effect on **July 25, 2022**. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 22nd day of July 2022.

ARISTEO A. BALDOS, JR.
Municipal Mayor

