



**ADMINISTRATIVE ORDER NO.: 07**  
Series of 2016

**AN ADMINISTRATIVE ORDER CREATING THE PERSONNEL  
DEVELOPMENT COMMITTEE (PDC) OF THE MUNICIPALITY OF ITOGON**

**WHEREAS**, CSC MC No. 10, s.1989, dated February 22, 1989 provides for the establishment of Personnel Development Committee (PDC) in all Departments, Agencies, Instrumentalities, Branches and Subdivision in Government including Government Owned and Controlled Corporation and Local Government Unit;

**WHEREAS**, Human Resource Development (HRD) / Learning and Development program is an investment plan for all municipal officials and employees for their career growth, which shall be incorporated in the Capacity Development Agenda of the Municipality;

**WHEREAS**, strategic training plans and development needs identification and analysis, based on alignment between organization direction with employee performance and competency gaps, shall be identified by each head of office in the Individual Development Plan (IDP) for their staff;

**WHEREAS**, there is a need to create the Personnel Development Committee (PDC) of this municipality to facilitate the identification of the competency gaps and to ensure that all employees have access to learning opportunities for their development;

**WHEREFORE**, by virtue of the powers vested in me by law, I, ATTY. VICTORIO T. PALANGDAN, Municipal Mayor, do hereby create and constitute the Personnel Development Committee (PDC) of the Municipality of Itogon, Benguet, to be composed of the following:

CHAIRMAN	-	MR. ALOYSIUS G. KATO Municipal Administrator
MEMBERS	-	MS. EUSEBIA T. FIANZA Administrative Officer V / HRMO III
		ENGR. IMELDA F. NUGUID MPDC
		MS. VERONICA K. COMISING Municipal Budget Officer
		MS. FARIDA D. ROMILLO Municipal Accountant
		MS. ANGELA C. CARIÑO Municipal Treasurer
		MS. LILIA S. CARIÑO Local Civil Registrar

MS. GRACE O. POCSOL  
MSWDO

MR. ROCK H. CARIÑO  
SB Secretary

ENGR. CHARLIE M. GAYASCO  
Municipal Engineer

DR. OLIVER P. GUADAÑA  
Municipal Health Officer

MR. PRUDENCIO B. PEDRO  
Municipal Agriculturist

This Administrative Order shall take effect immediately upon approval.

**ISSUED** this 14<sup>th</sup> of June 2016 at Itogon, Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Cc:

- All concerned
- DILG
- file