



ADMINISTRATIVE ORDER NO. 07
Series of 2024

REORGANIZING THE PERSONNEL DEVELOPMENT COMMITTEE OF THE LOCAL GOVERNMENT OF ITOGON

WHEREAS, pursuant to Memorandum Circular No. 10, series of 1989 issued by the Civil Service Commission, a Personnel Development Committee shall be established in all departments and agencies of the national and local governments, including government-owned and controlled corporations;

WHEREAS, the reason for establishing a Personnel Development Committee is to optimize the performance of each government personnel through the adoption of development programs to include scholarship, training opportunities and other related activities considering the **equitable distribution** of opportunities for all employees of such scholarship, trainings and other development activities;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **BERNARD S. WACLIN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby reorganize the Personnel Development Committee of the Municipal Government as follows:

Section 1. Composition: The composition of the Personnel Development Committee reorganized under this Order shall be as follows:

CHAIRMAN:	MR. ARNEL F. BAHINGAWAN Municipal Administrator
MEMBERS:	ATTY. JODEA BRENDA LYN R. ACAY-CAMUYOT Chair, Committee on Personnel, S.B. MS. EUSEBIA T. FIANZA HRMO III ATTY. JACQUELINE NABAYSA-GOSINGAN Attorney III (Second Level Representative) MR. EDGAR S. JOVEN IMEA Pres., (First Level Representative)

Section 2. Functions of the Personnel Development Committee. In accordance with CSC Memorandum Circular No. 10, series of 1989 as amended, the Personnel Development Committee shall perform the following duties and functions:

1. Develop agency guidelines for the selection of LGU nominees to training and scholarship programs in accordance with existing civil service policies and standards;
2. Incorporate in said guidelines specific provisions, stating among other things, the responsibilities of selected nominees to the LGU upon completion of his/her studies or trainings. Such provision shall be embodied in the contract which the selected nominee and the Municipal Mayor shall enter into in case of a study grant sponsored by the LGU;
3. Prepare a list of training course based on the identified LGU training needs with the corresponding list of prospective participants which shall be updated every six months;

4. Conduct a screening of qualified employees from the list of prospective participants relevant to the training course or scholarship program under consideration;
5. Recommend to the Local Chief Executive the most qualified nominees in accordance with the guidelines duly adopted for training or study program;
6. Study and make recommendations to the Local Chief Executive on the availment of invitations or offers for participation in training or study programs, both local and foreign in relation to needs of the LGU;
7. Publish or post in conspicuous places within the Municipal Hall premises available training or scholarship opportunities within a reasonable period before the date of screening for such grants;
8. Conduct a continuing monitoring of LGU scholars or grantees sent to various training programs; and
9. Submit to the Local Chief Executive a quarterly report of its accomplishments;

Section 3. Secretariat, duties and functions. The following shall act as secretariat of the Personnel Development Committee:

1. MS. SHALIMAR G. SORALLO
Administrative Officer V
2. MS. JERIL M. PADUYAO
Administrative Assistant II
3. MS. MARY GRACE M. HOLMAN
Administrative Aide VI

The Secretariat shall perform the following duties and 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, trainings or similar development activities such as authority to travel, preparation of vouchers, accommodations, registration fees, etc.;
3. Prepare correspondences, memoranda, report, etc.;
4. Issue notice of meetings to all members of the Committee;
5. Maintain records of Committee deliberations and other documents relative to the availment of the program;
6. Prepare minutes of Committee meetings and corresponding communications to the LCE;
7. Prepare an annual report on the accomplishment of the Committee; and
8. Perform such other related functions as may be directed by the committee.

Section 4. Repealing Clause. All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed or modified accordingly.

Section 5. Effectivity. This Order shall take effect immediately.

DONE this 16th day of April, 2024 at Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- All concerned
- SBO
- DILG MLGOO
- All Heads of Offices
- file