



**Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BONGABONG
OFFICE OF THE MUNICIPAL MAYOR**

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**EXECUTIVE ORDER
NO. 16 Series of 2021**

**AN ORDER CREATING THE HUMAN RESOURCE DEVELOPMENT COMMITTEE
OF THE LOCAL GOVERNMENT UNIT OF BONGABONG, ORIENTAL MINDORO**

WHEREAS, pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, series of 1989 and No. 43, series of 1993 mandating the establishment of Personnel Development Committee in all departments, agencies, and instrumentalities of the National Government including Local Government Units and Government-Owned and Controlled Corporations;

WHEREAS, human resource development programs in the government include scholarships, training opportunities and other development activities which an agency undertakes primarily for the purpose of optimizing the performance of its personnel;

WHEREAS, scholarships or training opportunities have increased and have become necessary components of the government bureaucracy, it is the fact that these opportunities are few and since attendance to human resource development programs is directly related to the career growth of each civil service personnel, there is a need to consider the equitable distribution of opportunities for training, scholarship and other activities;

NOW THEREFORE, I, ELEGIO A. MALALUAN, O.D., Municipal Mayor of Bongabong, Oriental Mindoro, by virtue of the powers vested in me by law, hereby establish the HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) of the Local Government Unit of Bongabong.

SECTION 1. COMPOSITION

The Human Resource Development Committee of the Municipality of Bongabong shall comprise the following individuals listed below:

NAME	DESIGNATION
Chairperson	
Hon. Elegio A. Malaluan, O.D.	Municipal Mayor
Vice Chairperson	

Hon. Richard S. Candelario	Municipal Vice Mayor
Secretary for the Committee:	
Office of the HRMO	Secretariat
Members:	HR
Ms. Areane Jazzel G. Benjamin	Acting HRMO
Ms. Elizabeth A. Villanueva	MBO - ALDRIN 04-27-21 2:25pm
EnP Gregorio S. Reyes	MPDO - [Signature] 4/27/21 14:30
Mr. Renel M. Malacapo	MCR - [Signature] 4/27/21 2:20pm
Mr. Rodel Castillo	BOMEA, President - [Signature] 4/27/21

SECTION 2. DUTIES AND FUNCTIONS

1. Develop LGU guidelines for the selection of 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 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 LGU training needs with the corresponding list of prospective participants, in coordination with the Human Resource Management and Development 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 Local Chief Executive the most qualified nominees in accordance with LGU guidelines, for training or study programs;
6. Study and make recommendations to the Local Chief Executive on the availment of invitations and offers for participation in training or study programs in relation to the need of the LGU;
7. Conduct a continuing monitoring of LGU scholars/grantees sent to various training programs;
8. Prepare a three-year Human Resource and Development Plan (HRDP) based on the LGU needs in coordination with all department heads, to be updated annually; and
9. Update the Human Resource Management and Development Plan (HRMDP) in coordination with all department heads of the LGU.

SECTION 3. REPEALING CAUSE

All rules and regulations, executive orders, memoranda, or any part thereof, previously promulgated in conflict with or contrary to these Executive Order or any portion thereof, are hereby repealed or modified accordingly.


SECTION 4. SEPARABILITY CLAUSE

If any portion or provision of this Executive Order is declared unconstitutional or invalid, the other portions or provisions hereof, which are not affected thereby shall continue in full force and effect.

SECTION 5. EFFECTIVITY

This Executive Order shall take effect immediately and shall remain enforced unless revoked or amended. Let copies of this Order be furnished to all concerned for their information, guidance, and action.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Municipality of Bongabong, Oriental Mindoro, done this 27th day of April, 2021



ELEGIO A. MALALUAN, O.D.
Municipal Mayor