



Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

**EXECUTIVE ORDER NO. 38**  
Series of 2022

**AN ORDER CREATING THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) IN  
THE PROVINCE OF OCCIDENTAL MINDORO AND FOR OTHER PURPOSES**

**WHEREAS**, Section 30, Book V of Executive Order No. 292 (EO 292), otherwise known as Administrative Code of 1987, provides that the development and retention of a competent and efficient work force in the public service is a primary concern of government. It shall be the policy of the government that a continuing program of career and personnel development be established for all government employees at all levels;

**WHEREAS**, Section 1 of the Omnibus Rules Implementing Book V of EO 292 established 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. Hence, the development and retention of a highly competent and professional workforce in the public service shall be the main concern of every department or agency;

**WHEREAS**, pursuant to Memorandum Circular No. 43, s. 1993, entitled "Streamlining and Deregulating Human Resource Development Functions," heads of agencies, in coordination of the Personnel Development Committee (PDC), were mandated to formulate training and development programs, adopting such screening process which shall promote an equitable distribution of opportunities for training, scholarships, and other activities;

**WHEREAS**, under CSC Resolution Nos. 1400376 (HR Maturity Level Indicators for the PRIME-HRM Assessment of Agency HRM Systems) and 1400377 (PRIME HRM Revised Guidelines) dated March 5, 2014, as implemented through CSC MC No. 30, s. 2014, dated December 22, 2014, the CSC adopted the HR Maturity Level Indicators for the systems and practices and HRMO competencies of agencies in government, and provided for a revised guidelines on implementing the PRIME-HRM;

**WHEREAS**, in Resolution No. 1601209 dated October 21, 2016, the CSC adopted the PRIME-HRM Enhanced Maturity Level Indicators for the systems and practices and HRMO competencies of agencies in government which shall be used as guide for the assessment, assistance and award stages of the PRIME-HRM;

**WHEREAS**, the Provincial Government of Occidental Mindoro aims to meet the standards for the Enhanced Maturity Level Indicators for an efficient performance of HRM functions, specifically for the Learning and Development policies;

**WHEREAS**, in response to the requirements under the PRIME-HRM, there is a need to create Human Resource Development Committee (HRDC);

**NOW THEREFORE, I, EDUARDO B. GADIANO**, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the **CREATION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) IN THE PROVINCE OF OCCIDENTAL MINDORO**.

*"Ganado sa Serbisyo. Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay, Payompon, Mamburao, Occidental Mindoro

1923  
7-11  
angel



Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

**SECTION 1. COMPOSITION.** The Human Resource Development Committee of the Provincial Government of Occidental Mindoro shall be composed of the following members:

Chairperson	✓ <b>HON. EDUARDO B. GADIANO</b> Governor
Vice Chairperson	✓ <b>Ms. MURIEL M. REGUINDING</b> Provincial Administrator
Members	✓ <b>Ms. MARIFE T. TAÑALA</b> SAO/OIC-CAO/HRMO or her authorized representative
	✓ <b>Mr. MANUEL T. TRIA, Jr.</b> PGDH (PBO) or his authorized representative
	✓ <b>Mr. CRISOSTOMO C. PARAS</b> PGDH (PACCO) or his authorized representative
	✓ <b>Ms. CLETA B. MULINGBAYAN</b> Acting Provincial Treasurer or her authorized representative
	✓ <b>Mr. ANTHONY A. DANTIS</b> PGDH (PPDC) or his authorized representative
	<b>Mr. REUBEN JAMES C. SALAZAR</b> Administrative Aide IV 1 <sup>st</sup> Level Employees' Representative
	✓ <b>Ms. ANA MICHELLE L. BABIERA</b> Administrative Aide VI 1 <sup>st</sup> Level Employees' Representative (Alternate)
	✓ <b>Ms. JUVILYN Z. TEPICO</b> Local Assessment Operations Officer IV 2 <sup>nd</sup> Level Employees' Representative
	✓ <b>Ms. ELA ROSE P. ABELEDA</b> Senior Environmental Management Specialist 2 <sup>nd</sup> Level Employees' Representative (Alternate)
Head Secretariat	✓ <b>Mr. JOHN REYNOLD V. MULINGBAYAN</b> Population Program Officer II/OIC-Learning and Development Section Head
Members	✓ <b>Ms. LECELYN R. MACALALAD</b> Cooperative Development Specialist I
	✓ <b>Ms. MICAELA G. PANOPIO</b> Local Assessment Operations Officer I

*"Ganado sa Serbisyo, Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay: Rayompon, Mamburao, Occidental Mindoro





Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

**SECTION 2. DUTIES AND FUNCTIONS OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC).** The HRDC shall exercise the following functions:

- a. Formulate internal rules and procedures for an equitable and rational availment of scholarships, study grants and trainings without discrimination to age, sex, and gender, ethnicity, religious beliefs, civil status, disability and political affiliation;
- b. Evaluate the nominations submitted by the Heads of Departments/Offices with respect to scholarship programs/grants, both local and foreign to ensure that scholarship opportunities are equitably availed by deserving officials and employees;
- c. Evaluate the applicants for study leave grant as provided in Section 68 of CSC MC No. 21, s. 2004 to ensure that the field of study pursued by the same must be relevant to the official duties and responsibilities of the concerned official/employee or to the agency's mandate;
- d. Undertake the screening and conduct interviews and other related activities which may deem effective in the selection of candidates for training or scholarship grants and granting of study leave;
- e. Recommend to the appropriate body through Department of the Interior and Local Government (DILG), National Economic Development Authority (NEDA), Civil Service Commission (CSC) and other institutional bodies offering the same, applicant for scholarship programs; and
- f. Direct the preparation of indorsements and contracts relative to the grant of scholarship and study leave.

**SECTION 3. DUTIES AND FUNCTIONS OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) SECRETARIAT.** There shall be a Secretariat that will assist the Committee in the performance of its functions. Specially, the HRDC Secretariat shall have the following functions:

- a. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee to scholarships/trainings, etc;
- b. Raise issues encountered for resolution of the HRDC if needed;
- c. Continuously explore training opportunities, scholarship programs and other capability building activities for all employees offered by local and international agencies;
- d. Ensure wide and timely circulation to the extent possible, of notices/invitations for personnel development such as but not limited to scholarships, trainings, seminars, conferences and study tours opportunities;
- e. Clarify information regarding invitations to scholarships, training programs, and other related travels abroad;
- f. Update the pool of potential candidates taking into account the career development plan for each official/employee;
- g. Prepare response to written queries of nominees to the status of their application.
- h. Assist the HRDC during criteria setting and deliberation by:
  - a. Preparing the matrix of qualified candidates based on the submitted nominations and/or from the pool of potential candidates; and
  - b. Preparing minutes of HRDC meetings, resolutions, and other required documents.
- i. Prepare report informing all units of the PGOM's official nominees to training programs, scholarships, seminars, conference and study tours;

*"Ganado sa Serbisyo. Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay: Payompon, Mamburao, Occidental Mindoro



Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

- j. Assist the nominee by:
- Providing pre-departure briefing and technical assistance to scholars/grantees, whenever necessary;
  - Preparing supporting documents relative to the scholarship/training grants, attendance to seminars and conferences abroad/and ministerial meetings and other related travel documents such as nomination letter, travel authority, vouchers, etc.;
  - Coordinating and establishing network with agencies concerned for availment and efficient implementation of scholarships, training and other career development programs;
  - Maintaining/safeguarding the sanctity and confidentiality of records/deliberations and other documents relative thereto. Documents shall be made available only upon approval by the HRDC Chairperson;
  - Establishing and maintaining an inventory of officials and staff who have availed of local and foreign scholarship/training as well as regular scholarship opportunities;
  - Ensuring compliance with the provisions of the scholarship contract, particularly on service obligation and submission of travel reports;
  - Monitoring of the progress of the agency scholars/grantees, using the Committee devised monitoring system, in coordination with appropriate office head or immediate supervisor of the scholars/grantees. The secretariat shall be updated with the monitoring being done by the concerned supervisor/head of office on the implementation of the scholar/grantee's action/re-entry plan; and
  - Preparing periodic reports on the accomplishments/status of the training and career development programs. The reports shall include the review of post-evaluation of the trainings attended
- k. Secure hard and electronic copies of country papers or post travel reports of all scholars/grantees and all participants to scholarships/trainings including ministerial meetings, whether local or foreign.

#### **SECTION 4. GENERAL POLICIES**

##### **I. Application for the Grant or Availment of Study Leave.**

Pursuant to CSC MC No. 21, s. 2004, officials and employees, excluding those in the teaching profession who are covered by different provisions of law, may apply for study leave, subject to the following conditions:

- A. The study leave is a time-off from work not exceeding six (6) months with pay for qualified officials and employees to help them prepare for their bar or board examinations or complete their master's degree. For completion of master's degree, the study leave shall not exceed four (4) months.

The leave shall be covered by a contract between the agency head or authorized representative and the employee concerned. No extension shall be allowed if the officials or employees avail of the maximum period of leave allowed herein. If they need more time to complete their studies, they may file a leave of absence chargeable against their vacation leave credits.

*"Ganado sa Serbisyo. Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay Payompon, Mamburao, Occidental Mindoro





Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

B. The beneficiary of such leave shall be selected based on the following requirements:

1. The official/employee must have a bachelor's degree that requires the passing of the bar or a board licensure examination for the practice of profession;
2. The profession or field of study to be pursued must be relevant to the agency's mandate, or to the duties and responsibilities of the concerned official or employee, as determined by the agency head;
3. The employee must have rendered at least two (2) years of service with at least very satisfactory performance for the last two rating periods immediately preceding the application;
4. The employee must have no pending administrative and/or criminal charges;
5. The employee must not have any current foreign or local scholarship grant;
6. The employee must have fulfilled the service obligation of any previous training/scholarship/study leave grant; and
7. The employee must have a permanent appointment. However, as the purpose of granting a study leave is to develop a critical mass of competent and efficient employees which will redound to the improvement of the agency's delivery of public services, employees with coterminous appointment may be allowed to avail of the study leave provided that they:
  - a. Meet the requirements under the six (6) items immediately preceding;
  - b. Would be able to fulfill the required service obligation; and
  - c. Are not related to the head of agency or to any member of a collegial body or board, in case of constitutional offices and similar agencies, within the 4<sup>th</sup> degree of affinity and consanguinity.

C. The service obligation to the agency shall be as follows:

PERIOD OF GRANT	SERVICE OBLIGATION
One (1) month	Six (6) months
Two (2) to three (3) months	One (1) year
More than three (3) months to six (6) months	Two (2) years

Should the official or employee fail to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, expiration of term of appointment for coterminous employees, separation from the service through one's own fault, or other causes within one's control, the official or employee shall refund the gross amount of salary, allowances and other benefits received while on study leave proportionate to the balance of the service obligation required based on the following formula:

*"Ganado sa Serbisyo. Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay, Payompon, Mamburao, Occidental Mindoro



Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

- Where: R = Refund
- TCR = Total Compensation Received (gross salary, allowances and other Benefits)
- SOS = Service Obligation Served
- SOR = Service Obligation Required

- D. The beneficiaries of the study leave shall inform their respective agencies in writing, through the personnel office, of their failure to take the bar/board examination or to complete their master's degree for which they were granted the study leave. They shall also refund to the agency all the salaries and benefits received during the study leave. Further, for causes within their control, they shall be warned that a repeat of the same would bar them from future availment of the study leave and training/scholarship grant whether foreign or local.

**II. Application for Scholarship.**

- A. The selection for scholarship opportunities shall be equitably distributed and awarded to deserving officials and employees considering, among others, the fitness of the official or employee, no pending administrative and criminal charges and other preferences which may be deemed necessary to ensure that those who are qualified shall be given priority.
- B. All invitations for and information on scholarship must be properly disseminated to the Department Heads and posted in the bulletin boards by the Human Resource Division personnel.
- C. Scholarship applied for whether sponsored by and/or funded by the LGU or by other government and non-government institutions, should not prejudice the existing functions, duties, and responsibilities of the employee-applicant. Applicants may secure favorable recommendation from his/her Department Head.
- D. Grantees of scholarship programs must fulfill the service obligation requirements before they can avail of another local and/or foreign scholarship grants and study leave.

**III. Attendance to Trainings, Seminars, Conferences, Conventions.**

- A. All officials and employees may avail of the opportunities for attendance to trainings, seminars, conventions, and conferences, both local and abroad, in order to develop and enrich their professional and technical capabilities, and to improve their performance on their respective official duties and responsibilities, relevant to the attainment of the mandate, vision, and mission of the LGU.

*"Ganado sa Serbisyo. Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay, Payompon, Mamburac, Occidental Mindoro





Republic of the Philippines  
MIMAROPA Region  
Province of Occidental Mindoro  
**OFFICE OF THE GOVERNOR**

- B. All invitations for and information on training and attendance to conventions and seminars must be properly disseminated to the Department Heads and posted in the bulletin boards by the Human Resource Division personnel.
- C. Training, seminars, conventions and conferences applied for should not prejudice the existing official functions, duties and responsibilities of the employee. For this reason, prospective trainees shall secure favorable recommendation from his/her Department Head.
- D. Attendance to local training, seminars, conventions and conferences may be availed of by an employee not more than twice a year, except when by reason of his/her meritorious cases to be determined/evaluated by the HRDC.

**IV. EQUAL OPPORTUNITY PRINCIPLE (EOP).**

There shall be no discrimination in the selection of candidates on account of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specially indicated in the training course or by the sponsoring agency.

**SECTION 5. SEPARABILITY CLAUSE.**

If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

**SECTION 6. REPEALING CLAUSE.**

All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

**SECTION 7. EFFECTIVITY.** This Executive Order shall take effect immediately.

DONE this 8<sup>th</sup> day of July 2022 at the Provincial Capitol, Mamburao, Occidental Mindoro, Philippines.

  
**EDUARDO B. GADIANO**  
Governor

*"Ganado sa Serbisyo. Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay, Payompon, Mamburao, Occidental Mindoro