



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER No. 01
Series of 2016

**PROVIDING FOR THE ESTABLISHMENT OF A PERSONNEL DEVELOPMENT
COMMITTEE, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, under Memorandum Circular No. 10, Series of 1989, issued by the Civil Service Commission, a Personnel Development Committee shall be established in all local governments;

WHEREAS, it is within the powers and duties of the City Mayor to "(i)ssue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances," per Section 455 (b) (2) (iii), Local Government Code of 1991;

NOW, THEREFORE, I, Atty. JAIME R. FRESNEDI, by virtue of the powers vested in me by law, do hereby ordain and decree that:

Section 1. Creation and Composition.

The Personnel Development Committee (PDC, *for brevity*) of the City Government of Muntinlupa is hereby created, and it shall be composed of the following, namely:

- | | | |
|--|---|--------------|
| 1. City Administrator | : | Chairperson; |
| 2. In-charge of Training | : | Member; |
| 3. In-charge of Personnel | : | Member; |
| 4. 2 employee representatives, one from
the first level and the other from the second level | : | Members. |

Section 2. Functions.

The PDC shall have the following duties and functions, namely:

1. Develop guidelines for the election 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 Muntinlupa City Government 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 City Mayor shall enter into;

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3. Prepare a list of training courses based on the identified training needs of the City Government of Muntinlupa with the corresponding list of prospective participants, in coordination with the training officer. The list of courses and the prospective participants for each program shall be updated every six (6) months;
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 City Mayor the most qualified nominees in accordance with the guidelines of the City Government of Muntinlupa, for training or study programs;
6. Study and make recommendations to the City Mayor 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 Muntinlupa City Government;
7. Publish or post in conspicuous places within the City Government's premises available training or scholarship opportunities at least a month before the date of screening for such grants;
8. Conduct a continuing monitoring of scholars/grantees sent to various training programs, both foreign and local; and
9. Submit to the City Mayor a quarterly report of its accomplishments.

Section 3. Secretariat.

The Secretariat shall assist the PDC in the performance of its functions. The Secretariat shall be composed of at least two (2) personnel coming from the Training and Personnel Units to be chosen by the City Mayor from among those who are not members of the PDC. Specifically, the Secretariat shall perform the following functions, namely:

1. Provide the list of qualified employees based on the list of prospective participants prepared by PDC;
2. Prepare pertinent papers relative to the scholarship or study grants such as the authority to travel, preparation of vouchers, pre/post travel accommodation, registration fee, etc.;
3. Prepare correspondence, memoranda, report, etc.;
4. Issue notices of meeting to all members of PDC;
5. Maintain records of PDC, deliberations and other documents relative to the availment of the program;
6. Prepare minutes of PDC meetings and corresponding communications to the City Mayor; and
7. Prepare an annual report on the accomplishments of PDC.

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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

This order shall take effect immediately and shall be in force until revoked, rescinded, amended or superseded.

DONE AND EXECUTED on this 14th of JANUARY 2016 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
GMS City Mayor *at*



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