



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



**EXECUTIVE ORDER No. 24**  
 Series of 2019

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 01, SERIES OF 2016,  
 WHICH ESTABLISHED THE PERSONNEL DEVELOPMENT COMMITTEE,  
 ITS COMPOSITION AND FUNCTIONS**

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**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;

**WHEREAS**, Memorandum Circular No. 24, Series of 2016, issued by the Civil Service Commission, mandates the creation of a Human Resource Development Committee, which shall undertake screening/assessment in the selection of participants in training and scholarship programs, among others;

**WHEREAS**, three years from its establishment, the Personnel Development Committee shall be reconstituted as the Human Resource Development Committee in order to reflect current legislation, rules and regulations, and situation in the City Government of Muntinlupa;

**NOW, THEREFORE, I, Jaime R. Fresnedi**, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Re-establishment and Re-composition.

The Personnel Development Committee is hereby re-established as the Human Resource Development Committee (HRDC, *for brevity*) of the City Government of Muntinlupa is hereby created, and it shall be composed of the following, namely:

- a. Engr. Allan A. Cachuela,  
 City Administrator : Chairperson;

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- b. Louisito A. Arciaga,  
Chairperson, Committee on Personnel Administration,  
Sangguniang Panlungsod : Vice Chairperson;
- c. Atty. Roderick B. Tagnia,  
City Human Resources Management Department : Member;
- d. Concepcion S. Llagas,  
First Level Representative : Member;
- e. Shienna P. Hernandez,  
Second Level Representative : Member.

Section 2. Functions.

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

- a. Accept from the City Human Resources and Management Department (CHRMD) all requests from the departments and offices for trainings, seminars, or workshops, provided all requisite documents are attached, including Work Program, Names of Resource Speakers, Training Venue, Program for the Event, among others;
- b. Prepare and disseminate a continuing program of employee training, supervisory, career and executive development established under the guidance of the Civil Service Commission (CSC) for all city government personnel at all levels;
- c. Undertake screening and assessment in the selection of participants in training and scholarship programs available to deserving and qualified personnel;
- d. Ensure that such training and scholarship opportunities are equitably distributed regardless of sex and gender, age, civil status, physical characteristics and attributes, religion, belief, creed, race, family background, political affiliation, socio-economic standing and other attributes;
- e. Consider length of service, performance levels, training and development needs, availability of opportunities, among others, in the selection of participants;
- f. Prepare contracts wherein the personnel who shall receive the training, scholarship or other grant shall perform specific tasks before, during and after receipt thereof, wherein his or her specific responsibilities shall be fully outlined;
- g. 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;

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- h. 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;
- i. Conduct a continuing monitoring of scholars/grantees sent to various training programs, both foreign and local;
- j. Submit to the City Mayor a quarterly report of its accomplishments; and
- k. Perform such other functions as may be necessary to achieve the foregoing, or as may be directed by competent authority.

**Section 3. Secretariat.**

The Secretariat shall assist the PDC in the performance of its functions. The Secretariat shall be composed of Ms. Christine Noemi P. Santos and Ms. Angeline C. Membreve of the CHRMD. The Secretariat shall perform the following functions, namely:

- a. Provide the list of qualified employees based on the list of prospective participants prepared by the HRDC;
- b. 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, among others;
- c. Prepare correspondence, memoranda, reports, among others;
- d. Issue Notices of Meeting to all members of the HRDC;
- e. Maintain records of the HRDC, deliberations and other documents relative to the avilment of the program;
- f. Prepare Minutes of Meeting and corresponding communications to the City Mayor; and
- g. Prepare an annual report on the accomplishments of the HRDC.

**Section 4. Repealing Clause.**

All orders and directives inconsistent with any provision found herein shall be deemed revoked, rescinded or amended accordingly.

**Section 5. Separability Clause.**

Any provision herein judicially found illegal or infirm shall not affect untouched provisions.

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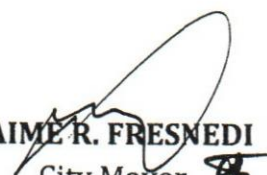
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Section 6. Effectivity Clause.

This Executive Order shall take effect immediately, and it shall be in full force until revoked, rescinded, or amended accordingly.

DONE AND EXECUTED on this 25<sup>th</sup> of September 2019 in the City of Muntinlupa.

  
JAIME R. FRESNEDI  
City Mayor

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