



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 40
Series of 2022-B

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 24, SERIES OF 2019,
AND EXECUTIVE ORDER NO. 01, SERIES OF 2016,
ON THE RECONSTITUTION OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE OF
THE CITY GOVERNMENT OF MUNTINLUPA, 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 government units;

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) (ii) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991;

WHEREAS, Memorandum Circular No. 24, Series of 2016, issued by the Civil Service Commission, dated 24 October 2016, 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 the situation in the City Government of Muntinlupa;

NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Reconstitution and Re-composition.

The Human Resource Development Committee (HRDC, *for brevity*) of the City Government of Muntinlupa is hereby reconstituted, and it shall be composed of the following individuals, with their respective designations, namely:

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|---|-------------------|
| (a) Engr. Allan A. Cachuela,
City Administrator | Chairperson; |
| (b) Rachel Katriel Ann C. Arciaga,
Chairperson, Committee on Personnel Administration,
Sangguniang Panlungsod | Vice Chairperson; |



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| (c) | Elizabeth Agdon-Gaviola,
City Human Resources Management Department | Member; |
| (d) | Michelle D. Millama,
Office of the City Mayor,
First Level Representative | Member; |
| (e). | Jia Claire Z. Matnog,
Management Information Systems Office
Second Level Representative | Member. |

Section 2. Functions.

The HRDC shall perform the following 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 the length of service, performance levels, training and development needs, availability of opportunities, among others, in the selection of participants;
- (f) Prepare contracts wherein personnel, subject of the training, scholarship, or other grant to be received, 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 with the corresponding list of prospective participants;
- (h) Publish or post, in conspicuous places within the premises of City Hall, available training or scholarship opportunities, at least a month before the date of screening for such grants;
- (i) Conduct a continuing monitoring of scholars and/or grantees who are sent to various training programs, both foreign and local;
- (j) Submit to the Office of the City Mayor a quarterly report of its accomplishments;
- (k) Perform such other functions as may be necessary to achieve the foregoing, or as may be directed by competent authority.



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Section 3.

Secretariat.

The Secretariat shall assist the HRDC in the performance of its functions. The Secretariat shall be composed of Ms. Editha H. Ricarte and Ms. Arlanie S. Segura 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 beforehand by the HRDC;
- (b) Prepare the pertinent papers relative to the scholarship or study grants, such as Authority to Travel, preparation of vouchers, pre- and post-travel accommodations, registration fees, among others;
- (c) Prepare correspondence, memoranda, reports, among others;
- (d) Issue Notices of Meeting, whether special or regular;
- (e) Maintain records of the HRDC, its deliberations, and other documents relevant to the availment of the program;
- (f) Prepare and submit to the Office of the City Mayor Minutes of Meeting and correspondences;
- (g) Prepare an annual report on the accomplishments of the HRDC.

Section 4. Repealing Clause.

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


Section 5. Separability Clause.

Any provision found herein that shall be judicially decided illegal or administratively declared infirm shall not affect untouched provisions.

Section 6. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

DONE AND EXECUTED on this 13th day of October 2022 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor