



REPUBLIC OF THE PHILIPPINES
CITY OF ISABELA
Province of Basilan
Office of the City Mayor
Isabela City Hall Complex, Sunrise Village, Isabela City, Basilan, Philippines

EXECUTIVE ORDER NO. 018
SERIES OF 2022

**AN ORDER CREATING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) IN THE
CITY GOVERNMENT OF ISABELA, BASILAN PROVINCE**

WHEREAS, the development and retention of a highly competent and professional workforce in the public service is a primary concern of the City Government;

WHEREAS, it shall be the policy of the government that a continuing program on career and personnel development be established for all government employees at all levels regardless of age, gender and sex, civil status, ethnicity, religious beliefs, physical disability and political affiliation, thereby ensuring the observance of the "Equal Opportunity Policy in accessing learning and development";

WHEREAS, in the field of human resource management, learning and development is one of the essential HR systems concerned with organizational activity aimed at enhancing the competencies towards improved employee performance;

WHEREAS, Civil Service Commission (CSC) Memorandum Circular (MC) 10, s. 1989 and CSC MC 43, s. 1993, mandates the establishment of Personnel Development Committee in all government agencies and instrumentalities;

NOW THEREFORE, I, SITTI DJALIA A. TURABIN-HATAMAN, by the virtue of the powers vested in me by law as City Mayor of Isabela, Basilan, hereby create the Personnel Development Committee in the City Government of Isabela, Basilan.

SECTION I. COMPOSITION OF PERSONNEL DEVELOPMENT COMMITTEE (PDC). The PDC shall be composed of the following:

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| <u>JOEL L. ZANORIA</u>
City Administrator | -Chairperson |
| <u>HON. AR-JHEMAR K. AJIBON</u>
Chairperson, Committee on Personnel
Administration, Sangguniang Panlungsod | - Vice-Chairperson |
| <u>ROSELLA T. LUNA</u>
Head, Human Resource Management Office | - Member |
| <u>VILMA S. ALCANTARA</u>
2 nd Level Representative | - Member |



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- Member

ALEXANDER T. GARCIA

1st Level Representative

The Human Resource Management Office shall provide secretariat services to the Committee and shall keep and safeguard all records and proceedings as required by the rules. Specifically, the secretariat shall perform the following functions:

- a) Provide the list of qualified employees based on the list of prospective participants prepared by the PDC;
- 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 PDC;
- e) Maintain records of the PDC, deliberations and other documents relative to the availment of the program
- f) Prepare Minutes of Meeting and corresponding communications to the City Mayor; and
- g) Prepare annual report on the accomplishments of PDC

SECTION II. DUTIES AND FUNCTIONS OF PERSONNEL DEVELOPMENT COMMITTEE (PDC). The PDC shall perform the following functions:

- a) Develop, adopt, and implement a judicious screening process and criteria in the selection of nominees/ candidates to ensure equitable distribution of scholarship and training and development opportunities among officials and employees of the City Government;
- b) Accept from the City Human Resource Management Office (CHRMO) 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;
- c) 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 officials and employees at all levels;
- d) Undertake screening and assessment in the selection of participants in training and scholarship programs available to deserving and qualified personnel;
- e) 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;
- f) Consider length of service, performance levels, training and development needs, availability of opportunities, among others, in the selection of participants;
- g) Prepare contracts wherein the personnel who shall receive the training, scholarship, or other grants shall perform specific tasks before, during and after receipt thereof, wherein his or her specific responsibilities shall be fully outlined;
- h) Prepare a list of training courses based on the identified training needs of the City Government of Isabela with the corresponding list of prospective participants.



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findings and recommendation to the disciplining authority, through the Grievance Committee Chairman, within five (5) working days from the termination of the preliminary investigation.

For purposes of investigation pursuant to Administrative Disciplinary Rules on Sexual Harassment Cases, Uniform Rules on Administrative Cases in the Civil Service and the Administrative Code of 1987 (EO 292), the CODI is authorized to examine ex parte the documents submitted by the complainant and the person complained of, as well as documents readily available from other government agencies, to require the parties to submit affidavits and counter affidavits, and summon parties to a conference.

SECTION III. QUORUM. A quorum, consisting of a majority of the members of CODI, shall be required for the transaction business. However, in rendering or issuing findings and recommendation, a majority of all the CODI members is required, except the Chairman, who shall vote only in case of a tie.

CODI member alternates may be designated by the appropriate unit concerned to act as member whenever the principal member is unable to attend a meeting of the CODI.

SECTION IV. REPEALING CLAUSE. All Executive Orders and issuances or parts thereof inconsistent with this Order are hereby repealed, modified, and amended accordingly.

SECTION V. EFFECTIVITY. This Order shall take effect immediately upon its approval.

Done this 02 day of May 2022, in the City of Isabela, Basilan.


SITTI DJALIA TURABIN-HATAMAN
City Mayor

Copy Furnish:
All personnel concerned
File
This City

