



ADMINISTRATIVE ORDER NO. 8

Series of 2016

**"AN ORDER CREATING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF THE
PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE"**

WHEREAS, the Personnel Development Committee (PDC) has been established pursuant to Omnibus Rules, Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws;

NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO, Governor of Davao del Norte, by virtue of the power vested in me by law, do order the following:

SECTION 1. *Creation and Composition of the Personnel Development Committee (PDC) of Davao del Norte.* The Personnel Development Committee (PDC) shall be composed of the following:

Chairman : **PROVINCIAL GOVERNOR**
This Province

Authorized Representative:

PROVINCIAL ADMINISTRATOR
This Province

Members : **P.G. DEPARTMENT HEAD**
Provincial Budget Office
This Province

P.G. DEPARTMENT HEAD
Provincial Human Resource Mgt. Office
This Province

P.G. DEPARTMENT HEAD
Provincial Accountant's Office
This Province

P.G. DEPARTMENT HEAD
Provincial Legal Office
This Province

PROVINCIAL TREASURER
Provincial Treasurer's Office
This Province

SECTION 2. *Functions and responsibilities of the Personnel Development Committee (PDC).* The Personnel Development Committee (PDC) shall perform the following functions:

- 2.1 Receive applications/nominations for scholarship grants, outside trainings and short courses which last for more than one (1) month;



- 2.2 Evaluate the qualification of the applicant/nominee in relation to the requirements of the specific HR development program to be availed of;
- 2.3 Review and verify the validity of the required documents submitted by the applicant/nominee;
- 2.4 Recommend the qualified applicant/nominee to the Governor for his appropriate action;
- 2.5 Assist and interface with the Provincial Human Resource Management Office in the implementation of the 3-Year Competency-Based HRD Plan and other Learning and Development services/interventions;
- 2.6 Recommend to the Governor Learning and Development Policy enhancement or issuance of new guidelines, as may be necessary;
- 2.7 Assist in the review and identification of Learning and Development Interventions intended for the Provincial employees based on the competency assessment results, low performance rating and other relevant factors;
- 2.8 Screen the Study Leave application of employees subject to the amended Guidelines of Study Leave under MC. No. 21,s. 2004 and recommends to the Governor the qualified applicant;
- 2.9 Evaluate and validate the application of employees availing the Rehabilitation Leave subject to the general guidelines of the joint Circular No. 1, s. 2006 issued by the Civil Service Commission and the Department of Budget and Management;
- 2.10 Evaluate the validity of the request of employee for flexible working hours subject to the conditions set under Section 6, Rule XVII of Book V of Executive Order 292 and its Omnibus Rules and CSC MC No. 14, s. 1989 and recommends to the Governor for approval.
- 2.11 Perform other related functions assigned by the Governor.

Section 3. **SECRETARIAT.** The Secretariat of the Personnel Development Committee (PDC) shall be the Human Resource Development Division of the Provincial Human Resource Management Office.

Section 4. **EFFECTIVITY.** This order shall take effect immediately.

Issued at the Provincial Capitol, Government Center, Mankilam, Tagum City, Davao del Norte on this 7th day of July, 2016.


ANTONIO RAFAEL G. DEL ROSARIO
Governor