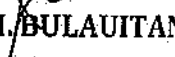




Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM TO ALL OFFICERS AND EMPLOYEES**

**FROM:**  **ATTY. JOY M. BULAITAN**  
Assistant Chief Operating Officer  
Administration and Finance Sector


**Subject:** *Human Resource Development Committee*

**Date:** 06 May 2021

---

In compliance with Executive Order 292, series of 1987 on the Civil Service Law under the Rule VIII Sec. 14 and Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) as stated in CSC M.C. No. 3, s. 2012, the attached policy (ADSD.HRPG.09) shall prescribe the guiding principles, functions and composition of the above mentioned committee effective immediately.

For your information.

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	05 MAY 2021
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09

## 1. INTRODUCTION



In compliance with the implementing rules of Executive Order 292, series of 1987 on the Civil Service Law under the Rule VIII Sec. 14 which states that "A Personnel Development Committee shall be established in each Department or agency, both at the national and local governments, including government-owned and controlled corporation with original charters which shall provide support function to management in matter pertaining to selection of agency nominees to training, development, and scholarship programs in accordance with existing civil service policies and standards"; that was later reiterated in Civil Service Commission (CSC) Memorandum Circular No. 10, Series of 1989, this document shall prescribe the guiding principles, functions and composition of the said committee.


Subsequently, CSC launched the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), a mechanism that empowers government agencies by developing their human resource management competencies, systems, and practices toward HR excellence (CSC M.C. No. 3, s. 2012). Under this program, CSC instructs that PDC be renamed to Human Resource Development Committee (HRDC).

The detailed procedures for scholarships, training programs (in-house and outside), and other learning and developmental activities will be covered in separate documents.

## 2. GENERAL GUIDING PRINCIPLES AND POLICIES

- 2.1. There shall be no discrimination in the selection of candidates of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsoring agency;
- 2.2. There shall be an equitable distribution of scholarships, and training and development opportunities among officials and employees on all levels;
- 2.3. The most deserving qualified candidates especially those with sustained very satisfactory (VS) ratings and those who have not availed of any scholarship/training abroad, are given the opportunity and priority to ensure the equitable distribution of career opportunities;
- 2.4. Completeness and confidentiality of records related to the screening and deliberations shall be maintained and may be released only by the HRDC

<b>MASTER COPY</b>	<b>CONTROLLED COPY</b>
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy
Human Resource Development Committee	TIEZA.ADSD.HRPG.09 Page 1 of 9

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	06 MAY 2021
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09



Secretariat upon approval of the HRDC Chairperson or TIEZA Chief Operating Officer (COO);


- 2.5. All invitations to local scholarships, foreign academic scholarships, foreign training programs, and short-term courses conducted local or abroad and other career development programs such as study tours, internship, secondments and other agency-sponsored research to be done in other country as well as other development undertakings, shall pass through the HRDC for deliberation;
- 2.6. Participation to ministerial meetings and conferences, fora and symposia related to the international commitments of the Authority or the Philippine Government shall no longer undergo HRDC deliberation. Nominees shall be determined/ approved by the COO; and
- 2.7. The applicant for direct application to inviting organization shall be endorsed by his/her supervisor and manager to the scholarship/training opportunity for approval of the COO, provided that employee or official is also clear with the scholarship/training requirements such as: has complied with the service obligation from previous training grants, has no pending scholarship nomination, has no pending administrative or criminal case, has submitted the required post-travel reports and re-entry plan, etc.

### 3. FUNCTIONS AND RESPONSIBILITIES



#### 3.1. Human Resource Development Committee


- 3.1.1. 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 Authority;
- 3.1.2. Review periodically existing policies, processes, guidelines and procedures relevant to the HRDC functions and in relation to the Competency-Based Human Resource System and other HR development programs of the agency and recommend improvements thereon;
- 3.1.3. Evaluate and deliberate on the qualifications of candidates/ nominees to:

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy
Human Resource Development Committee	TIEZA.ADSD.HRPG.09

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	06 MAY 2021
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09

- 3.1.3.1. Local short term courses
- 3.1.3.2. Local scholarships (agency-sponsored or locally funded);
- 3.1.3.3. Foreign scholarship, training programs and short-term courses;
- 3.1.3.4. Field observation/study tours of tourism agencies, other agency-sponsored research to be done in other country, other development undertakings and other government agencies and non-government institutions abroad;
- 3.1.3.5. Secondments to international bodies or government agencies abroad;
- 3.1.3.6. Internship program to international bodies; and
- 3.1.3.7. Other career development program identified by management.
- 3.1.4. Undertake the screening/conduct of interviews and other related activities which may deem effective in the selection of candidates for training/scholarship grants and granting of study leave;
- 3.1.5. Endorse a candidate for scholarship nomination for the COO's approval. The HRDC shall ensure that the nominees meet the required minimum qualifications and the scholarship grant has displayed urgency and/or relevance to the official duties and responsibilities of the nominee or to the overall mandate of the Authority;
- 3.1.6. Devise, in coordination with appropriate offices/units, a system of monitoring the Authority scholars/ grantees to assess their progress as well as the support mechanisms needed to enable them to achieve the development goals/ objectives of the program, including their action/ re-entry plans;
- 3.1.7. Submit annual reports on its activities to the COO;
- 3.1.8. Resolve or facilitate resolution or relevant issues raised by any significant party.



<b>MASTER COPY</b>	<b>CONTROLLED COPY</b>
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy
Human Resource Development Committee	TIEZA.ADS.D.HRPG.09 Page 3 of 9


	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	06 MAY 2024
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09

### 3.2. Human Resource Development Committee Secretariat

There shall be a secretariat that will assist the HRDC in the performance of its functions. Specifically, the HRDC Secretariat shall:

- 3.2.1. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee to scholarship/ training programs, etc.;
- 3.2.2. Raise issues encountered for resolution of the HRDC if needed;
- 3.2.3. Continuously explore training opportunities, scholarship programs and other capability building activities for all employees offered by local and international agencies;
- 3.2.4. Ensure accurate and timely circulation of notices/ invitations for personnel development such as but not limited to scholarships, training programs, seminars, conferences and study tours opportunities;
- 3.2.5. Clarify information regarding invitations to scholarships, training programs and other related travels abroad;
- 3.2.6. Update the pool of potential candidates taking into account the individual development plan for each official/ employee;
- 3.2.7. Prepare response to written queries of nominees to the status of their application;
- 3.2.8. Assist the HRDC during criteria setting and deliberation by:
  - 3.2.8.1. Preparing matrix of qualified candidates based on the submitted nominations and/or from the pool of potential candidates;
  - 3.2.8.2. Preparing minutes of the HRDC meetings, resolutions and other required documents;

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy
Human Resource Development Committee	TIEZA.ADSD.HRPG.09   Page 4 of 9

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	05 MAY 2021
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09

3.2.9. Prepare report informing all offices/departments/units of the Authority's official nominees to training programs, scholarships, seminars, conferences and study tours;

3.2.10. Assist the Authority's nominee by:

3.2.10.1. Providing pre-departure briefing and technical assistance to scholars/ grantees whenever necessary;

3.2.10.2. Preparing supporting documents relative to the scholarship/ training grants, attendance to seminars and conference abroad/ and ministerial meetings and other related travel documents such as nomination letter, travel authority, vouchers, etc.;

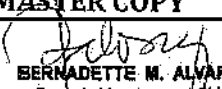

3.2.10.3. Maintaining/ safeguarding the sanctity and confidentiality of records/ deliberations and other documents relative thereto. Documents shall be made available only upon approval by the HRDC Chairperson or the TIEZA COO;


3.2.10.4. Establishing and maintaining an inventory of officials and staff who have availed of local and foreign scholarship/ training programs as well as regular scholarship opportunities;

3.2.10.5. Ensuring compliance with the provisions of the scholarship contract, particularly on service obligation and submission of travel reports;

3.2.10.6. Monitoring of the program of the Authority scholars/ grantees (using the HRDC devised monitoring system pertinent thereto) in coordination with appropriate office head or immediate supervisor of the scholars/ grantees. The secretariat shall be updated with the monitoring being done by the concerned supervisor/head of office on the implementation of the scholar/ grantees' action/re-entry plan, etc.; and

3.2.10.7. Preparing periodic reports on the accomplishments/ status of the training and career development programs. The reports shall

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy
Human Resource Development Committee	TIEZA.ADS.D.HRPG.09

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	06 MAY 2021
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09

include the review of post-evaluation of the training programs attended.



- 3.2.11. Secure hard and electronic copies of country papers or post-travel reports of all scholars/ grantees and all participants to scholarship/ training programs including ministerial meetings, whether local or foreign, for reference of the Authority.


#### 4. COMPOSITION OF THE COMMITTEE AND COMMITTEE SECRETARIAT

- 4.1. The Human Resource Development Committee shall be composed of the following:

- |                  |   |
|------------------|---|
| Chairperson      | - Assistant Chief Operating Officer for Administration and Finance Sector   |
| Vice-Chairperson | - Manager, Administrative Services Department   |
| Members          | <ul style="list-style-type: none"> <li>- Representative, Office of the Chief Operating Officer</li> <li>- Manager, Legal Department</li> <li>- Representative, Gender and Development Focal Point System – Technical Working Group (GFPS-TWG)</li> <li>- One (1) first level employees' association representative and (1) alternative representative*</li> <li>- One (1) second level employees' association representative and (1) alternative representative*</li> </ul> |

*\*Provided that only one (1) employee representative shall sit at the meeting i.e., the employee representative for first level if the scholarship grant under consideration is for the first level, and the employee representative for the second level personnel if the scholarship grant under considerations is for the second level.*

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy
Human Resource Development Committee	TIEZA.ADSD.HRPG.09

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	06 MAY 2021
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09

- 4.2. The Human Resource Development Committee Secretariat shall be composed of the following:

Secretariat Head - Manager, Human Resource Services Division

Secretariat Staff - Human Resource Management Officer assigned for the career and other employee developmental activities of the Authority

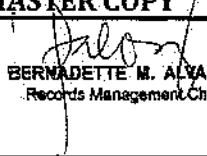

- 4.3. The HRDC is likewise authorized, whenever necessary, to enlist the assistance of any or all officials or employees in the performance of its function.

- 4.4. An office order for the designation of the members and alternate representatives shall be prepared by the HRDC secretariat.


## 5. ASSOCIATED DOCUMENTS

This document should be read in conjunction with the following policies and/or guidelines:

- 5.1. Civil Service Law and Rules (Book V of the E.O. 292 and its Omnibus Rules, as amended)
- 5.2. Establishing the Personnel Development Committee (CSC Memorandum Circular No. 10, Series of 1989)
- 5.3. Establishing the Scholarship Program for Government and Providing for its Effective Administration (CSC Memorandum Circular No. 34, s. 1992)
- 5.4. Guidelines and Operating Procedures in the Administration of the Scholarship Program for Government (CSC Memorandum Circular No. 44, s. 1992)
- 5.5. Streamlining and Deregulating Human Resource Development Function (CSC Memorandum Circular No. 43, s. 1993)
- 5.6. Program to Institutionalize Meritocracy and Excellence in Human Resource Management [PRIME-HRM] (CSC Memorandum Circular No. 3, s. 2012)

<b>MASTER COPY</b>	<b>CONTROLLED COPY</b>
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy



	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>Human Resource Development Committee</b>	Effectivity Date	05 MAY 2021
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.09

5.7. Adoption of Maturity Level Indicators for the Human Resource Management Systems in the Public Sector (CSC Memorandum Circular No. 30, s. 2014)

5.8. Program to Institutionalize Meritocracy and Excellence in Human Resource Management [PRIME-HRM] Enhanced Maturity Level Indicators (CSC Memorandum Circular No. 24, s. 2016)

## 6. REMUNERATION

The members and secretariat shall perform their duties and responsibilities without compensation or remuneration. They are, however, authorized to claim for incidental charges.

## 7. SEPERABILITY CLAUSE

In the event that any provision or part of this policy is declared illegal or rendered invalid by competent authority, those provisions not affected by such declaration shall remain valid and effective.

## 8. REPEALING CLAUSE

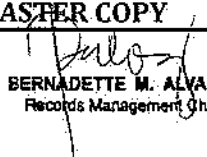

These guidelines supersede and modify all other orders, memoranda, guidelines and other issuances inconsistent herewith, and may be revised as often as necessary upon the recommendation of the HRDC, subject to the approval of the Chief Operating Officer.

## 9. REVISION HISTORY

Revision Level	Approval Date	Description of Changes
0	See COO's signature below.	Initial version.

## 10. EFFECTIVITY

This order shall take effect immediately and shall remain in force unless superseded by an appropriate issuance.

<b>MASTER COPY</b>	<b>CONTROLLED COPY</b>
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	 <b>GSD Records</b> Controlled Copy
Human Resource Development Committee	TIEZA.ADSD.HRPG.09



# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

## Human Resource Development Committee

Effectivity Date

06 MAY 2021

Revision Level


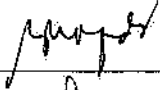
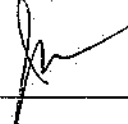
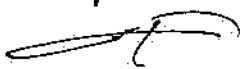
0

## POLICIES & GUIDELINES

Document Code

ADSD.HRPG.09

### 11. APPROVALS

Name/Designation	Signature	Date
<b>JOSEFINA U. SORIANO</b> MANAGER, HUMAN RESOURCE SERVICES DIVISION		03/22/21
<b>ROSANNA M. OLGADO</b> MANAGER, ADMINISTRATIVE SERVICES DEPARTMENT		03/24/21
<b>ATTY. JOY M. BULAUTAN</b> ASSISTANT CHIEF OPERATING OFFICER, ADMINISTRATION AND FINANCE SECTOR		3/21
<b>MARK T. LAPID</b> CHIEF OPERATING OFFICER		06 MAY 2021


### 12. INFORMATION DISSEMINATION

Circulated through:	
Date:	
Certified by (printed name over signature):	

MASTER COPY

  
BERNADETTE M. ALVAREZ  
Records Management Chief

CONTROLLED COPY

  
GSD Records  
Controlled Copy