



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON

12 February 2020

REGIONAL ORDER

No. 2020-099

SUBJECT : RECONSTITUTION OF DILG RIV-A (CALABARZON) HUMAN RESOURCE DEVELOPMENT COMMITTEE

Pursuant to Omnibus Rules Implementing Book 5 of EO 292 and other Pertinent Civil Service Laws and Regulations, the Human Resource Development Committee of DILG RIV-A (CALABARZON) is hereby constituted and composed as follows:

Name	Position	Designation
NOEL R. BARTOLABAC, CESO V	Asst. Regional Director	Chairperson
ALLAN V. BENITEZ	Provincial Director	Member
DR. CARINA S. CRUZ	Chief Administrative Officer	Member
GILBERTO L. TUMAMAC	LGOO V/OIC-Chief, LGMED	Member
JAY-AR T. BELTRAN	LGOO VI/OIC-Chief, LGCDD	Member
ATTY. JORDAN V. NADAL	Atty. IV/Regional Attorney	Member
HANNAH GRACE P. SOLIS	AO IV/OIC-HRMO	Member
MARY JANICE B. SOBREMONTTE	LGOO V/ Representative (LGCDD)	Member
JONALYN CATE V. MAGCAYANG	LGOO IV/ Representative (LGMED)	Member
MARIA CONCEPCION A. GONZALES	SAO/ Representative (FAD)	Member
MA. CRISTINA V. GALLAZA	ADAS III/1 st Level Representative	Member
RAFAEL M. SATURNO	ADA IV	Secretariat
RESCHIEL B. VERIDIANO	ADA IV	

The DILG CALABARZON HRDC shall have the following functions and responsibilities:

- Develop agency guidelines for the selection of agency nominees to training and scholarship in accordance with existing civil service policies and standards;
- Integrate in the said guidelines specific provision on Equal Opportunity Principles (EOP);
- Incorporate the specific provisions, stating among others, the responsibilities of selected nominees to the agency sending them to scholarship or training, and vice versa. These provisions shall be embodied in the contract which the selected nominee and the head of agency shall enter into;
- Prepare a list of training courses based on the identified agency talent needs with corresponding list of prospective participants in coordination with the training officer. The list of courses and participants for each program shall be updated every six (6) months;
- Conduct the screening of qualified employees from the list of prospective participants relevant to the training courses/scholarship under consideration;

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- Recommend to the head of agency the most qualified nominees in accordance with agency guidelines for training, or study programs;
- Study and make recommendations to the head of agency on the availment of invitations and offers for participation in training or study programs both local and foreign, in relation to the needs of the agency;
- Publish or post in conspicuous places within the agency premises available trainings or scholarships opportunities at least a month before the date of screening for such grants;
- Conduct a continuing monitoring of agency scholars/grantees sent to various training programs, both foreign and local; and,
- Submit to the head of agency a quarterly report of accomplishments.

The **HRDC Secretariat** shall have the following duties and functions:

- Provide the list of qualified employees based on the list of prospective participants prepared by the Committee;
- Prepare pertinent papers relative to the scholarship or study grants such as the authority to travel, preparation of vouchers, pre/post accommodation, registration fee, etc.;
- Prepare, correspondence, memoranda, report, etc.;
- Issue Notice of Meeting to all members of the Committee;
- Maintain records of Committee deliberations and other documents relative to the availment of the program;
- Prepare minutes of Committee meetings and corresponding communications to the head of agency; and,
- Prepare an annual report on the accomplishment of the Committee.

All issuances inconsistent herewith are hereby revoked, rescinded and/or modified accordingly.


ELIAS F. FERNANDEZ JR.
OIC-Regional Director 


FAD/CSC/HR:HCPS



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