



REPUBLIC OF THE PHILIPPINES
CITY OF IMUS | PROVINCE OF CAVITE
OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 36
Series of 2022

**AN ORDER RECONSTITUTING THE HUMAN RESOURCE DEVELOPMENT
COMMITTEE OF THE CITY GOVERNMENT OF IMUS**

WHEREAS, pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10, Series of 1989 and No. 43, Series of 1993 mandating the establishment of Personnel Development Committee in all departments, agencies, and instrumentalities of the National Government including Local Government Units and Government-Owned and Controlled Corporations.

WHEREAS, Human Resource Development programs in the government include scholarships, training opportunities and other development activities which an agency undertakes primarily for the purpose of optimizing the performance of its personnel.

WHEREAS, scholarships or training opportunities have increased and have become necessary components of the government bureaucracy, it is the fact that these opportunities are few and since attendance to human resource development programs is directly related to the career growth of each civil service personnel, there is a need to consider the equitable distribution of opportunities for training, scholarship and other activities.

WHEREAS, to address the gaps and weaknesses found in previous performance evaluations, the City Government of Imus wishes to continue development training and opportunities to its employees.

NOW, THEREFORE, by virtue of the powers vested in me, I, **HON. ALEX L. ADVINCULA**, City Mayor of Imus, do hereby reconstitute the HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) OF THE CITY GOVERNMENT OF IMUS:

Section 1. Composition- The HRDC shall be composed of the following:

Chairman: **Hon. Alex L. Advincula**
City Mayor



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Co-Chairman: **Ms. Athena Marie L. Tolentino**
Human Resource Management Officer

Members: **Ms. Kathryn Ann Pantig**
City Government Assistant Department Head I

Ms. Shella P. Dy
GAD Focal Person

Ms. Van Carlyne Rocha
Administrative Officer IV

Ms. Prescilda D. Igtiben
1st Level Employee Representative

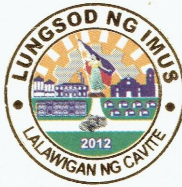
Engr. Reyjansen S. Sapinoso
2nd Level Employee Representative

Secretariat: **Ms. Ma. Carmela Jimenez**
Administrative Officer III

Mr. Luth Espiloy, Jr.
Human Resource Management Assistant I

Section 2. Functions-

- A. Develop agency guidelines for the selection of nominees to training and scholarship programs in accordance with existing civil service policies and standards;
- B. Incorporate in said guidelines specific provisions, stating among other things, the responsibilities of selected nominees to the LGU sending them to a scholarship or training grant and vice versa. These provisions shall be embodied in the contract which the selected nominee and the Local Chief Executive shall enter into;



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- C. Prepare a list of training courses based on the identified LGU training needs with the corresponding list of prospective participants, in coordination with the Human Resource Management and Development Officer;
- D. Conduct the screening of qualified employees from the list of prospective participants relevant to the training course/scholarship under consideration;
- E. Recommend to the Local Chief Executive the most qualified nominees in accordance with LGU guidelines, for training or study programs;
- F. Study and make recommendations to the Local Chief Executive on the availment of invitations and offers for participation in training or study programs in relation to the need of the LGU;
- G. Conduct a continuing monitoring of LGU scholars/grantees sent to various training programs;
- H. Prepare a three-year Human Resource and Development Plan (HRDP) based on the LGU needs in coordination with all department heads, to be updated annually; and
- I. Update the Human Resource Management and Development Plan (HRMDP) in coordination with all department heads of the LGU.

Section 3. Repealing Clause- All executive orders or issuances or part thereof inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

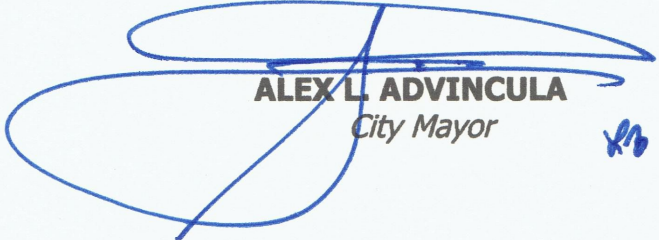
Section 4. Separability Clause- If any of the foregoing provisions is declared unconstitutional or unlawful, the remaining unaffected provisions shall remain valid and enforceable.



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Section 5. Effectivity- This Executive Order shall take effect immediately upon the date hereof and shall remain in effect until rescinded, repealed or amended.

DONE and **SIGNED** this 9th day of September 2022, City of Imus.


ALEX L. ADVINCULA
City Mayor