



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

FILE MAYOR'S
OFFICE

EXECUTIVE ORDER NO. 21
Series of 2018

760.11 EO, CMD

"AN ORDER CHANGING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) TO HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC) AND AMENDING THE POLICIES IN THE SELECTION OF NOMINEES TO TRAINING, CAREER DEVELOPMENT AND SCHOLARSHIP PROGRAMS IN THE CITY GOVERNMENT OF DAVAO"

WHEREAS, Section 1 of Rule VIII, Book V of Executive Order 292 otherwise known as the Administrative Code of 1987 provides that every official and employee of the government is an asset or resource to be valued, developed and utilized in the delivery of basic services to the public;

WHEREAS, the development and retention of highly competent and professional workforce in the public service shall be the main concern of the Agency;

WHEREAS, a personnel mechanism shall be established in the Agency to provide support functions to the management in matters pertaining to selection of Agency nominees to training, career development and scholarship programs in accordance with existing civil service policies and standards and without discrimination to age, gender and sex, civil status, ethnicity, religious beliefs, disability and political affiliation, thereby ensuring the observance of the "Equal Opportunity Policy";

WHEREAS, the process of selecting participants for various trainings will no longer be determined by participating offices but will be handled by and centralized to the Human Resource Management Office;

WHEREAS, there is a need for a panel to be represented by the management and the duly recognized employees' union to ensure proper screening and evaluation of qualified candidates for training, career development opportunities and scholarship programs;

WHEREAS, the City Government of Davao is working on the Civil Service Commission (CSC) accreditation program under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) which aims to empower agencies in the performance of HRM functions;

WHEREAS, as one of the requirements under PRIME-HRM, there is a need to rename the Personnel Development Committee (PDC) to Human Resource Development Committee (HRDC).

NOW, THEREFORE, I, SARA Z. DUTERTE, City Mayor of Davao, by virtue of the power vested in me by law, do hereby order the following:

SECTION 1. CREATION OF THE PERSONNEL DEVELOPMENT COMMITTEE AND RENAMING IT HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC). Pursuant to Section 14, Rule VIII of Book V of Executive Order 292 and Amended Omnibus Rules, the Personnel Development Committee of the City Government of Davao is hereby created and renamed Human Resource Development Committee to comply with

the requirements under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission;

SECTION 2. COMPOSITION. The Human Resource Development Committee of the local government of Davao shall be composed of the following members, to wit:

- Chairperson : City Mayor or her duly Authorized Representative
- Vice-Chairperson : Human Resource Management Officer or his duly Authorized Representative
- Members : Assistant Human Resource Management Officer Representative, Department of Interior and Local Government Representative,
: 1st Level of the duly recognized employees' Union (DaCHEA) Representative,
: 2nd Level of the duly recognized employees' Union (DaCHEA)

SECTION 3. TERM OF MEMBERS. The members of the Human Resource Development Committee shall perform their duties and responsibilities unless removed or suspended by the City Mayor for a justifiable cause. In case of resignation, retirement, separation, transfer, re-assignment, removal or death of a member, the City Mayor shall designate the replacement. In case the terms of the 1st and 2nd level representatives of the duly recognized employees' union ends, a recommendation from the Supreme Council of the said union is necessary for their designation.

SECTION 4. DUTIES AND FUNCTIONS OF THE HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC). The HRDC shall exercise the following functions:

- a.) Formulate internal rules and procedures for an equitable and rational availment of scholarships, study grants and trainings without discrimination to age, sex and gender, ethnicity, religious beliefs, civil status, disability and political affiliation;
- b.) Evaluate the nominations submitted by the Heads of Departments/Offices with respect to scholarship programs/grants, both local and foreign to ensure that scholarship opportunities are equitably availed by deserving officials and employees;
- c.) Evaluate the applicants for study leave grant as provided in Section 68 of CSC Memorandum Circular No. 14, series of 1999 to ensure that the field of study pursued by the same must be relevant to the official duties and responsibilities of the concerned official/employee or to the agency's mandate;
- d.) Undertake the screening/conduct interviews and other related activities which may deem effective in the selection of candidates for training/scholarship grants and granting of study leave;
- e.) Recommend to the appropriate body through the Department of Interior and Local Government (DILG), National Economic Development Authority (NEDA), Civil Service Commission (CSC) and other institutional bodies offering the same, applicants for scholarship programs; and
- f.) Direct the preparation of indorsements and contracts relative to the grant of scholarships and study leave.

SECTION 5. GENERAL POLICIES

- a.) Employees with permanent appointment who have been in the service for at least two (2) years in the city government with very satisfactory performance for the last two (2) rating periods immediately preceding the application, can avail of study leaves and local and foreign training/scholarship grants;
- b.) Employees with co-terminous appointment may be allowed to avail of any local and foreign scholarships and study leave provided that they will be able to fulfill the required service obligation within the term of office of the appointing and/or elective official;
- c.) All candidates/nominees for training/scholarship programs and study leave shall be properly screened based on the required qualifications as determined by the training institutions, colleges or universities and sponsoring agencies;
- d.) Applications and all documentary requirements to scholarship grant, both local and foreign and study leave shall be submitted to the Committee through the Human Resource Management Office, fifteen (15) days prior to the deadline set by the DILG-Central Local Government Scholarship Secretariat and/or sponsoring agency;
- e.) The local and/or foreign scholarships and study leave grants shall be covered by a contract between the grantee and the Agency head or his/her duly authorized representative;
- f.) All officials and employees who were granted scholarships, trainings and/or study leave shall submit a re-entry action plan (REAP) and/or a copy of thesis study to the Committee within two (2) weeks upon return to their official workstation.
- g.) The service obligation must be on the basis of the following formula:

<u>Period</u>	<u>Service Obligation</u>
One (1) month	Six (6) Months
Two (2) to Three (3) Months	One (1) year
More than Three (3) Months to Six (6) Months	Two (2) years

- h.) Should the grantee fail to render in full the service obligation, the refund shall be based on the following formula:

$$R = \frac{(SOR - SOS) \times TCR}{SOR}$$

Where:

- R = Refund
- TCR = Total Compensation Received (gross salary, allowances and other benefits received while on study leave)
- SOS = Service Obligation Served
- SOR = Service Obligation Required

- i.) In case the grantee fails to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, separation from the service through one's own fault, or other cases within one's control, the grantee shall refund the gross amount of salary, allowances and other benefits received. For causes within their control, they shall be warned that

repetition of the same would bar them from future availment of the study leave and training/scholarship grant whether foreign or local; and

SPECIFIC POLICIES ON STUDY LEAVE

- a.) Officials and employees can avail of the study leave with pay not exceeding six (6) months to prepare for their bar or board examinations. For completion of master's or doctorate degree, the study leave shall not exceed four (4) months;
- b.) No extension shall be allowed if the officials or employee avail of the maximum period of leave allowed. If they need more time to complete their studies, they may file a leave of absence chargeable against their vacation leave credits;
- c.) The applicant must have graduated with a bachelor's degree which consequently requires the passing of government bar or board licensure examinations or completion of thesis for master's degree or dissertation for doctorate degree. For completion of master's degree, the applicant must have completed all the academic requirements.
- d.) The beneficiaries of the study leave shall inform the HRDC through the Human Resource Management Office of their failure to take the bar/board examination or to complete their master's degree for which they are granted the study leave. They shall also refund to the Agency all the salaries and benefits received during the study leave;
- e.) Officials and employees can only avail of the study leave twice to take the bar or board examinations either in a successive or intermittent manner.
- f.) Study leave grantees who apply and avail of the program for the second time shall have another service obligation added up to the first service obligation required.
- g.) Employees who availed of the study leave to take the bar or board examinations are required to submit to the Committee a certification or any documents showing that he/she has taken the examination and shall inform the same of the rating result;
- h.) In case of successive study leave availment, grantees must fulfill at least twenty five percent (25%) of the service obligation requirement of the first ailment before they can apply for another study leave.

SPECIFIC POLICIES ON LOCAL/FOREIGN SCHOLARSHIPS

- a.) The selection of participants for training and scholarship opportunities shall be equitably distributed and awarded to deserving officials and employees considering among others, age, physical fitness, training development needs, with no pending administrative and criminal charges and other preferences which may be deemed necessary to ensure that the best qualified personnel shall be given priority; and
- b.) Grantees of scholarship programs must fulfill the service obligation requirements before they can avail of another local and/or foreign scholarship grants and study leave.

SECTION 6. MEETING. The Committee shall regularly meet once in every quarter. However, the chairman may call for a special meeting anytime as maybe deemed necessary.

SECTION 7. HRDC SECRETARIAT. The Human Resource Management Office (HRMO) shall serve as secretariat who shall be responsible in providing technical and administrative support, documentation of the proceedings, preparation of indorsements, letters, contracts and such other services as may be deemed useful in the discharge of its functions.

SECTION 8. REMUNERATION. The members and secretariat shall perform their duties and responsibilities without compensation or remuneration. They are, however, authorized to claim for incidental expenses.

SECTION 9. OPERATIONAL EXPENSES/FUNDING. The budgetary requirements of the Human Resource Development Committee of the City Government of Davao shall be included in the City's budget.

SECTION 10. EFFECTIVITY. This Executive Order shall take effect immediately upon approval of the Civil Service Commission, Regional Office.

SECTION 11. COMMITMENT. I hereby commit to implement the provisions of this Human Resource Development Committee (HRDC) and take necessary actions in accordance with existing Civil Service Rules and Regulations.

DONE this _____ day of 24 AUG 2018, 2018, Davao City, Philippines.


SARA Z. DUTERTE
 City Mayor

CMO - CRD 750-27
RELEASED
 24 AUG 2018 4:30 AM

Attested:

ATTY. ZULEIKA T. LOPEZ
 City Administrator

~~ATTY. TRISTAN DWIGHT D. DOMINGO~~
 Acting City Administrator

HRMO Phina C. Bocaling

DACHEA DRIVE CARMINA

CMO 8-28-18 11:40
 CADO 8/28/18
 Asst. CADO (Adm) 8/28/18
 Asst. CADO (Opn) 8-28-18
 CIO 8-28-18
 CPDO Mal 8/28
 SP 8/28
 DILG 8/28/18