



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. 00 2010 -08 - 0014

**ESTABLISHING THE DEPARTMENT OF ENERGY
PERSONNEL DEVELOPMENT COMMITTEE**

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) NO. 43, s. 1993 and MC 10, S. 1989, the Personnel Development Committee (PDC) is hereby created to be composed of the following:

Chairperson	:	Undersecretary General Management and Support Services
Vice-Chairperson	:	Director, Administrative Service
Regular Members	:	Bureau/Service Director of the nominating unit or designated Division Chief Chief, Human Resources Management Division (HRMD) Employee Representatives designated by the DOE-Employees Association
Ad hoc Member	:	Director or designated representative from any of the offices under the supervision of Undersecretary Director or designated representative from any of the offices under the supervision of Undersecretary
Secretariat	:	Human Resource Management Division Training and Development Section

TERMS OF DUTY

The abovementioned members of the PDC shall serve for a period of one (1) year reckoned from the date of appointment, subject to renewal at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, re-assignment or removal from the service, the replacement shall serve only for the unexpired terms. Provided, that in case of leave of absence or suspension, the replacement shall serve only for the duration of such leave of absence or suspension.

FUNCTIONS OF THE PDC


- 1). Develop the Department's policy guidelines for the selection of nominee/s to training and scholarship programs, etc. and meetings / workshops / fora, etc., in accordance with existing civil service policies and standards;
- 2). Prepare the Department's Three-Year Human Resource Development Program (HRDP) based on the agency's needs, to be updated annually;
- 3). Screen qualified nominee/s based on the HRDP and the Policy Guidelines;
- 4). Assessment/determination of requested travel expenses chargeable against Service Contract Training Funds;
- 5). Recommends to the Agency Head or his duly authorized representative the most qualified nominee/s in accordance with the Department's policy guidelines, except if concerned employee had been explicitly identified by the Agency Head; and
- 6). Prepare and submit a Report to the Agency Head and to the Office of the President (OP).

FUNCTION OF THE PDC SECRETARIAT

- 1). Disseminate invitations to all Bureaus/Service Units who will directly benefit from them, at least a month before the PDC's scheduled meetings which are every 2nd and 4th Mondays of the Month;
- 2). Prepare assessment sheets of nominated employee/s and pre-screen such based on records, HRDP and the Department's policy guidelines as well as the sponsors/organizers requirements;
- 3). Prepare pertinent papers relative to study and non-study opportunities such as memoranda to OSEC and OP, Travel Authority/ies, letters to DFA and Embassy/ies, Scholarship Contract/s, including responses to request/s for reconsideration, and the like;
- 4). Assist the candidate in the preparation/accomplishment of the requirements needed by the sponsors/organizers;
- 5). Issue notices of meeting to the PDC members; prepare Agenda to be taken-up and Minutes of the Meeting;
- 6). Monitor and follow-up documents emanating to and from the PDC and management; and
- 7). Maintain records of PDC deliberations, including employee/s' local and foreign travel documents.

All Department Orders and other issuances inconsistent with this Department Order are hereby modified or supersede accordingly.

For immediate guidance and implementation.


JOSE RENE D. ALMENDRAS
Secretary

AUG 03 2010

