



SPECIAL ORDER

No. 373
Series of 2024

**SUBJECT: AMENDMENT TO MEMORANDUM ORDER NO. 326, SERIES OF 2024
RE: RECONSTITUTION OF THE DA-BAR HUMAN RESOURCE
DEVELOPMENT COMMITTEE (HRDC)**

In the interest of the service, the functions/responsibilities and the composition of the bureau's Human Resource Development Committee (HRDC) is hereby amended as follows:

- Chairperson : **Raymond Patrick L. Cabrera**
Head, Program Development Division (PDD)
- Co-Chairperson : **Anthony B. Obligado, PhD., MNSA**
Head, Program Monitoring, Evaluation and Linkaging Division (PMELD)
- Members : **Jude Ray P. Laguna**
Head, Human Resource Management Unit (HRMU)
- Salvacion M. Ritual**
Head, Knowledge Management and Information Systems Division (KMISD), Principal
- Evelyn H. Juanillo**
Assistant Head, KMISD, Alternate
- Marjorie M. Mosende**
*Ad Hoc Focal Point Person for Learning and Development (L&D)
Section Head, PDD-Institutional Development Section (PDD-IDS)*
- Melody T. Memita**
ABARE 2nd Level Representative, Principal
- Jocel Anne C. Yamson**
ABARE 2nd Level Representative, Alternate
- Dorotea B. Calica**
ABARE 1st Level Representative, Principal
- Jessa Marie B. Samson**
ABARE 1st Level Representative, Alternate

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FUNCTIONS AND RESPONSIBILITIES

In general, the committee shall formulate and recommend the guidelines, plans and policies; assist in the implementation and monitoring activities for the the Human Resource Development Program for DA-BAR personnel as well as its Non-Degree Support Program for R4D partners;

Specifically it shall:

1. Recommend to the management a Learning & Development policy enhancement or issuance of new guidelines, as deemed necessary;
2. Craft or enhance (as needed) the guidelines for the selection of DA-BAR nominees and non-degree support applicants to training/s, seminar/s, study/ies and scholarship programs in accordance with existing Civil Service Commission (CSC) rules and regulations;
3. Coordinate with various institutions offering training/s, scholarship/s, study tours or visits, both foreign and local for dissemination within DA-BAR and among National Research for Development System for Agriculture and Fisheries (NaRDSAF) partners;
4. Deliberate on the submitted documents of the personnel applicant;
5. Recommend qualified nominee/s for specific training/s, and scholarship programs to the bureau director in accordance with the DA-BAR L&D Guidelines and Non-Degree Support Program Guidelines; and
6. Render, submit and endorse to the director the accomplishment and deliberation reports as required

Secretariat : **Elvie Roxanne Q. Kaw**
Staff, Human Resource Management Unit (HRMU)

Marijoy B. Calunsag
*Staff, Program Development Division - Institutional Development
Section (PDD-IDS)*

FUNCTIONS AND RESPONSIBILITIES

1. Ensure that the guidelines are compliant with DA MO No. 09, s. 2018 as amended by DA MO No. 31, s. 2021;
2. Disseminate to the bureau the received invitations and offerings from various institutions the trainings and scholarship programs, both foreign and local, including the requirements for availing of said HRD program;

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3. Coordinate and monitor the conduct of screening and evaluation of nominees/candidates for scholarships, trainings, seminars, conferences, conventions, and study leave;
 4. Receive, initially screen and endorse to the DA-BAR HRDC, applications with accompanying prescribed documents for the committee evaluation;
 5. Provide information on the qualifications, human resource L&D-related records/statistics of nominees and applicants to members of HRDC for reference during deliberations and crafting of resolutions;
 6. Present pressing HR items, issues and concerns to the committee for their actions/resolutions;
 7. Draft documentation reports of the meetings conducted by the committee;
 8. Assist technically and administratively on the scheduled meetings and other related activities of the DA-BAR HRDC.

The DA-BAR HRDC shall be guided by the policies and procedures on availing of scholarship programs, trainings, seminars, workshops, conferences, conventions, and study leave under DA Memorandum Order (MO) No. 09, s. 2018 as amended by DA MO No. 31, s. 2021¹ and DA-BAR MO No. 104, s. 2023².

The committee shall work closely with the bureau's HRMU and Program Development Division in performing the above mentioned functions and responsibilities.

All expenses to be incurred by the committee and its members, in the performance of its official functions, shall be charged against BAR funds, subject to government accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in effect unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed superseded or repealed.

Done this 5th day of December 2024.


JUNEL B. SORIANO, PhD
Director

¹ DA MO No. 31 s. 2021, "Amendment to Memorandum Order No. 09, Series of 2018 Re: Personnel Development Committee (PDC) Prescribed Guidelines, Policies, and Procedures on Scholarships, Trainings, Seminars, Conferences, Conventions and Study Leave"

² DA-BAR MO No. 104 s. 2023, "Internal Guidelines, Procedures and Policies for Learning and Development (L&D) Interventions"