



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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SPECIAL ORDER

No. 326

Series of 2024

SUBJECT: RECONSTITUTION OF THE DA-BAR HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC)

In the interest of the service, the Human Resource Development Committee (HRDC) is hereby reconstituted 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)
Melody T. Memita
ABARE 2nd Level Representative, Principal
Jennifer T. Alianza
ABARE 2nd Level Representative, Alternate
Dorotea B. Calica
ABARE 1st Level Representative, Principal
Jessa Marie B. Samson
ABARE 1st Level Representative, Alternate

FUNCTIONS AND RESPONSIBILITIES

1. Formulate and implement the Human Resource Development Plan for DA-BAR personnel.
2. Recommend to the management an L&D policy enhancement or issuance of new guidelines, as deemed necessary.
3. Enhance guidelines for the selection of DA-BAR nominees to training/s, seminar/s, study/ies and scholarship programs in accordance with existing Civil Service Commission (CSC) rules and regulations.

4. Define the duties and responsibilities of the agency nominees for scholarship and training programs and incorporate them in the guidelines.
5. 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.
6. Conduct screening and evaluation of potential applicants/nominees for available training/s or scholarship programs.
7. Recommend qualified nominee/s for specific training/s, and scholarship programs to the Director in accordance with the DA-BAR L&D guidelines; and
8. Render, submit and endorse to the Director accomplishment and deliberation reports as required.

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.

Secretariat : **Staff, Human Resource Management Unit (HRMU)**

FUNCTIONS AND RESPONSIBILITIES

1. Provide guidance to the DA-BAR HRDC on the required qualifications of applicants.
2. Ensure that the guidelines are compliant with DA MO No. 09, s. 2019 as amended by DA MO No. 31, s. 2021.
3. Coordinate and monitor the conduct of screening and evaluation of nominees/candidates for scholarships, trainings, seminars, conferences, conventions, and study leave.
4. Schedule meetings and other related activities of the DA-BAR HRDC.
5. Receive, assess and endorse to the DA-BAR HRDC, applications with accompanying prescribed documents for screening and evaluation.
6. Provide human resource L&D-related records/statistics of nominees to members of HRDC for their reference during deliberations and crafting of resolutions.
7. Solicit from various institutions offering trainings and scholarship programs, both foreign and local, including the requirements for availing of said HRD programs
8. Present pressing HR issues and concerns to the DA-BAR HRDC for their actions/resolutions; and

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"



9. Perform other related functions that may be assigned by the HRDC and the undersigned from time to time.

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 10th day of October 2024.


JUNEL B. SOBRIANO, PhD
Director


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