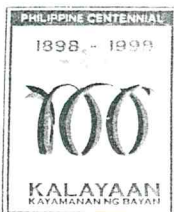




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LEGAL SERVICE

RECEIVED BY: [Signature]

SUBJECT : Terms of Reference of the Personnel Development Committee (PDC)

Mr. [Signature]

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 10 s.1989, the Personnel Development Committee (PDC) of the Department was established with the issuance of Administrative Order No. 42 s. 1989. The PDC, hereafter referred to as the COMMITTEE was reconstituted by virtue of Special Order No. 201 s. 2002 with the end in view of enhancing its functions and providing more rationalized policies and efficient processes and procedures, in developing the skills, knowledge and attitude of the Department staff at all levels and echelon of the organization through various local and foreign scholarships/trainings, and other career development program and activities.

These Terms of Reference (TOR) are hereby promulgated to guide the COMMITTEE and the DSWD officials/employees in relation to the PDC.

I. FUNCTIONS AND RESPONSIBILITIES:

A. COMMITTEE

1. Develop and adopt a judicious screening process and criteria in the selection of nominees/candidates that will ensure:
 - "deep-bench" selection base (which means, a department-wide personnel profile/inventory that is regularly updated and shall be the bench-mark data for the selection process).
 - wide and timely circulation to the extent possible, of notices pertinent to available scholarship/training opportunities
 - transparency in the selection policies, processes and procedures
 - equitable distribution of training and development opportunities among officials and employees and across central and regional offices

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2. Periodically review existing policies, process, rules, guidelines and procedures relevant to the COMMITTEE functions and in relation to the career development plans/programs of the Department and recommend improvements thereon ;
3. Evaluate and deliberate on the qualifications of candidates/nominees to:
 - local and foreign academic scholarships and grants (Department-sponsored and/or local and foreign funded/sponsored)
 - non-academic trainings for skills and knowledge enrichment/development
 - exchange programs in the field of social work; social welfare and development; public administration and governance and other related fields
 - field observation/tours of social welfare/service agencies and other government and non-government institutions
 - secondments internationally or locally e.g. ISS Japan/ Hongkong
 - other career development programs
4. Submit the results of the deliberations highlighting the best qualified candidates from which the head of the agency/approving authority may choose and thereafter approve the final nominee, attaching therewith the corresponding comparative matrix of all qualified candidates indicating their ratings and rankings vis-à-vis the criteria used in the evaluation.
5. Devise, in coordination with appropriate offices/units, a system of monitoring the agency scholars/grantees to assess their progress as well as the support mechanisms needed to enable them to achieve the developmental goals/objectives of the program, including their re-entry plans.
6. Submit periodic reports of accomplishments/status of the training and career development programs to the head of the agency in coordination with offices/units concerned.

B. COMMITTEE SECRETARIAT

There shall be a Secretariat that will assist the COMMITTEE in the performance of its functions.

Specifically, it shall perform the following functions and tasks:

1. Prepare the matrix of qualified candidates based on the submitted nominations and/or from the pool of potentials from the Central and Field Offices;
2. Issue notice of meetings to all members of the COMMITTEE and prepare minutes of the COMMITTEE meetings;
3. Maintain/safeguard the sanctity and confidentiality of records/deliberations and other documents relative thereto;
4. Prepare supporting documents relative to the scholarship/training grants and other related travel documents for abroad such as nomination letter, travel authority, vouchers, etc.
5. Provide pre-departure briefing and counseling services to scholars/grantees, whenever necessary;
6. Monitor/assess the progress of the agency scholars/grantees using the COMMITTEE devised monitoring system pertinent thereto;
7. Assist the COMMITTEE in the preparation of periodic reports on the accomplishments/status of the training and career development programs;
8. Coordinate and establish network with agencies concerned for availment and efficient implementation of scholarships, training and other career development programs;
9. Establish and maintain data bank of officials and staff who availed of local and foreign scholarship/training as well as inventory of regular scholarship opportunities.

II. COMPOSITION OF COMMITTEE AND SECRETARIAT

A. Central Office

- *Chairperson : Assistant Secretary
- Vice-Chairperson : Director, Human Resource Management and
(*alternate in the absence of the Chair*) Development Service (HRMDS)
- **Members : (1) Representative from 3rd Level Position
(1) Employees Association Representative
(1) Representative from Program Cluster
(1) Representative from Operations Cluster
- Secretariat : Chief, Career Planning and Development
Division
(2) Administrative Support Staff
1 from Personnel Division
1 from CPDD

B. Regional Office

- Chairman : Assistant Regional Director
- Vice-Chairperson : (*to be rotated among the Heads of Divisions on a yearly basis*)
- ** Members : (1) Employees Association Representative
(1) Representative from the Operations
Division
(1) Representative from the Technical
Assistance Division
(1) Representative from the Management
Division

Secretariat : Head, Regional Training Unit

(1) Administrative Support Staff

** To be designated by the Secretary and rotated among the three (3) clusters on a yearly basis*

*** designation is good/valid for a one year term only, to widen opportunity for staff of units concerned to experience the participative process of the PDC system*

III. GENERAL GUIDING PRINCIPLES AND POLICIES

Statement of Principles

1. There shall be no discrimination in the selection of candidates on account of gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsoring agency;
2. The most deserving qualified candidates and those who have not availed of any scholarship and other similar training abroad especially within the last two years, are given the opportunity and priority to ensure the equitable distribution of career opportunities;
3. Completeness and confidentiality of records of the screening and deliberations shall be maintained and may be accessed only by persons in authority and/or upon legal order.

Statement of Policies

4. Academic programs, whether local or foreign, can only be availed of by those who have not been recipients of any related grant or opportunities that passed through the Department, including agency-sponsored grants.

Any change/modification in the stipulations of the contract shall pass through the COMMITTEE upon review by the Legal Service.

5. All nominations to local and foreign academic scholarships, non-academic specialized trainings (local & foreign) and other career development programs (such as exchange programs, observation tours, secondment) shall pass through the COMMITTEE for deliberation.

However, travels abroad to attend international commitments, such as United Nations, ESCAP, ASEAN programs, high level meetings, speaking

engagements specifying the stature/level of official needed to represent the agency and other special invitations of similar nature, shall be approved at the discretion of the Secretary. Thus, such invitations may no longer pass thru the COMMITTEE.

6. Interested applicant/s to a scholarship/training or a career development program must get an endorsement letter from the immediate chief/supervisor, duly noted by the Assistant Secretary Monitor/Coach and Undersecretary of his/her/their cluster, to anticipate arrangement for the continuity of service and work flow in the unit/station, should the applicant be selected.
7. The profiling and development of a pool of potential candidates as to knowledge, attitude, skills and experience based on the individual curriculum vitae of all officials/employees must be vigorously pursued within CY 2003, and must be kept periodically updated to provide/facilitate:
 - a) deep and wide selection processes for training/scholarship program
 - b) the development of the career path for each official/employee
 - c) the development of training programs relevant to the Department's thrust and agenda
8. The grantee is obliged to ensure return of investment of the agency or the Philippine government, by way of compliance with the service obligation or through refund of predetermined amount in case of failure to complete service contract.
9. All officials and employees who were recipients of foreign scholarships and other related travels abroad shall submit a travel reports with sufficient documentation and/or re-entry plans. They shall also be required to share their knowledge and experiences in their respective regions/offices in sessions specifically arranged for the purpose. The Department shall provide support to the grantee in the conduct of such activity and in the implementation of his/her re-entry plan.
10. For grantees with re-entry plans, the Officer In-charge of HRMS shall properly endorse to the concerned unit/s the monitoring of the application of the knowledge and experiences gained from the travel.

IV. PROCESS AND PROCEDURES FOR FOREIGN SCHOLARSHIPS/ GRANTS, TRAININGS ABROAD

To promote transparency and smooth flow in the selection process, the Committee and the Secretariat must faithfully observe the following steps and procedures EXCEPT, in case where there is obviously no material time to adhere to the regular process:

1. Upon receipt of invitation from the NEDA Special Committee on Scholarships or from international agencies/organizations, the Office of the Secretary shall refer the same to the Undersecretary for General Administration and Support Services (GASS) who shall thereafter forward the said invitation to the Committee Chair to:
 - a. Determine the relevance of the invitation to the organizational needs of the Department and its career development plan.
 - b. Ascertain the funding provision for the grant and other requirements

Invitations that are not coursed through the Office of the Secretary shall immediately be acted upon by the COMMITTEE.

2. After verification and assessment of the invitation (which must be acted upon within the day upon receipt), the same shall be disseminated and posted in conspicuous places within the Department e.g bulletin boards assigned for the purpose indicating the criteria and requirement for availment/qualification. (Central Office/Regional Office).
3. A memorandum shall likewise be issued to the heads of the major office clusters (Office of the Secretary/Undersecretaries/Assistant Secretaries/Bureaus/Service/Regional Directors), who shall be responsible in ascertaining which office/unit within his/her cluster the said notice would be appropriate or relevant.
4. The Secretariat shall prepare a list of qualified candidates based on the duly endorsed nominations. Where there is a dearth of candidates, other candidates may also be drawn from pool in the Central/Field Offices upon proper consultation with and subject to the approval of office or unit concerned.

In case where the invitation received has a very short notice of deadline for submission of nominees, the Secretariat may likewise prepare a matrix of qualified nominees from the agency roster/pool of potentials subject to same process of consultation/confirmation of office concerned to be forwarded or endorsed for deliberation and/or referendum, by the COMMITTEE.

5. The COMMITTEE shall convene and deliberate on the nominations following certain sets of criteria that shall be developed and agreed upon by the COMMITTEE and in accordance with the requirement of the program/sponsoring agency, such as:
 - a. qualifying criteria as a minimum requirement to eliminate outrightly the non qualifying candidates.
 - b. all things being equal, another set of evaluation criteria may have to be developed to ensure that the best among the qualified candidates is nominated by the agency.
 - c. personal interview and/or written examination/test as deemed necessary, particularly for foreign academic scholarship.
6. The results of the deliberation/resolution shall be submitted by the COMMITTEE to the Secretary or his/her duly designated official for approval.
7. Thereafter the Secretariat shall prepare endorsement letter to the inviting organization, to be signed by the Undersecretary-In-Charge of the General Administration and Support Services Group (GASSG).
8. The Secretariat informs the candidates, whether selected or not, thru the head office, of the result of the deliberation.
9. The Secretariat assists the nominee in the preparation of the requirements of the inviting organization.
10. Upon confirmation by the inviting organization or sponsoring agency, the Secretariat informs the nominee of his/her acceptance to the program. The grantee for foreign scholarship/training shall be given a pre-departure briefing on the procedure of securing travel documents, entitlements, responsibilities and obligations while in another country and other relevant information.

11. The grantee shall sign a contract with the Department stipulating his/her obligation and the conditions of the grant. The Undersecretary for GASSG shall ensure that compliance to the contract are regularly monitored by the COMMITTEE.

12. Upon return from the scholarship/training, the grantee shall submit a travel report reflecting among others his/her learning and plans of action or re-entry plan, including identification of areas that need to be pursued by the Department to make the learning useful and meaningful.

The concerned central and regional office, shall provide the technical and logistical support to grantee in the implementation of his/her re-entry plans.

13. The Officer-In-Charge of HRMS shall coordinate with concerned units in the monitoring of the progress/implementation of re-entry of grantee; provide technical assistance and counseling service as necessary to ensure that recommendations are carried out.

V. PROCESS AND PROCEDURES FOR LOCAL SCHOLARSHIP

The process and procedures under A.O 185 s. 2002 for the Local Scholarship granted by the Department shall be guided by the same principles of this Circular.

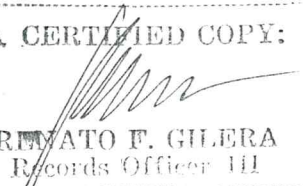
VI. REPEALING CLAUSE


Pertinent provisions of Department Orders, issuances and circulars inconsistent with this order are hereby repealed accordingly.

VI. EFFECTIVITY

This Order shall take effect immediately.

Issued in Quezon City, this 12th day of April, 2003

A CERTIFIED COPY:

RENATO F. GILERA
Records Officer III


CORAZON JULIANO-SOLIMAN
Secretary