

Memorandum Circular

No. 03
Series of 2006

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

I. RATIONALE AND LEGAL BASIS

The implementing rules of E. O. 292 series of 1987 on the Civil Service Law states under Rule VIII Sec. 14 that "A Personnel Development Committee shall be established in each Department or agency... which shall provide support functions to management in selection of agency nominees to training development and scholarship programs in accordance with existing civil service policies and standards."

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, herein 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. Memorandum Circular (MC) No. 25, s. 2003, was also issued to provide for 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.

MC No. 25 focuses on the function of the COMMITTEE and the procedure for foreign scholarships, grants and trainings abroad. The procedure for local scholarships and local specialized trainings are covered by separate circulars/administrative orders. It is in this light that MC No. 25, s. 2003 has to be amended to cover only the guiding principles, functions and compositions of the COMMITTEE. The procedure for the foreign scholarships, training grants and related travels abroad shall be covered by a separate circular.

II. GENERAL GUIDING PRINCIPLES AND POLICIES

1. There shall be no discrimination in the selection of candidates on account of age, gender, civil status, disability, religion, ethnicity or political affiliation unless specifically indicated in the training course or by the sponsoring agency;
2. There shall be an equitable distribution of scholarships and training and development opportunities among officials and employees both regular and contractual and across central and regional offices;

3. The most deserving qualified candidates especially those with sustained VS ratings and those who have not availed of any scholarship/ training abroad, are given the opportunity and priority to ensure the equitable distribution of career opportunities;
4. Completeness and confidentiality of records related to screening and deliberations shall be maintained and may be released only by the PDC Secretariat upon approval of the PDC Chairperson or the DSWD Secretary.
5. All invitations to local scholarships, foreign academic scholarships, foreign trainings, short-term courses conducted abroad and other career development programs such as study tours, internship, secondments and other agency-sponsored research to be done in other country as well as other development undertakings, shall pass through the COMMITTEE for deliberation. Participation to ministerial meetings and conferences, fora and symposia related to the international commitments of the Department or the Philippine Government shall no longer undergo PDC deliberation. Nominees to the latter shall be determined/approved by the Secretary. The applicant for direct application to inviting organization shall be endorsed by his/her coach-monitor to the scholarship/training opportunity for approval of the Secretary, provided that employee or official is also clear with the scholarship /training requirements such as complied with the service obligation from previous training grants, has no pending scholarship nomination, has no pending administrative or criminal case, has submitted the required post travel reports and re-entry plan, etc.

III. FUNCTIONS AND RESPONSIBILITIES

A. PERSONNEL DEVELOPMENT COMMITTEE

1. Develop, adopt and implement a judicious screening process and criteria in the selection of nominees/ candidates to ensure equitable distribution of scholarship and training and development opportunities among officials and employees of the Department.
2. Periodically review existing policies, processes, guidelines and procedures relevant to the COMMITTEE functions and in relation to the career development and management system (CDMS) and other human resource development programs of the Department and recommend improvements thereon.
3. Evaluate and deliberate on the qualifications of candidates/ nominees to:
 - Local scholarships (Department-sponsored or locally funded);
 - Foreign scholarships, trainings and short-term courses;

- Field observation/study tours of social welfare agencies, other agency-sponsored research to be done in other country, other development undertakings and other government agencies and non-government institutions abroad;
- Secondments to international bodies or government agencies stationed abroad e. g. Social Welfare Attaché (SWAT), Technical Assistant to the Labor Attaché (TA to LABAT), etc.

The PDC shall handle the initial screening in coordination with the office responsible and based on guidelines/criteria set on the same. In the absence of criteria, the PDC shall either use the pre-determined criteria on secondment or design one for the purpose to be approved by the Cluster in-charge of the program;

- Internship program to international bodies; and
 - Other career development programs identified by the management.
4. Endorse a candidate for scholarship nomination for the Secretary's approval.
 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 action/ re-entry plans.
 6. Submit periodic reports on its activities to the Department Secretary.
 7. Resolve or facilitate resolution of relevant issues raised by any significant party.

B. PERSONNEL DEVELOPMENT COMMITTEE SECRETARIAT

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

Specifically, the PDC Secretariat shall:

1. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee to scholarships/trainings, etc.
2. Raise issues encountered for resolution of the PDC if needed.
3. Continuously explore training opportunities, scholarship programs and other capability building activities for all employees offered by local and international agencies.

4. Ensure wide and timely circulation to the extent possible, of notices/invitations for personnel development such as but not limited to scholarships, trainings, seminars, conferences and study tours opportunities.
5. Clarify information regarding invitations to scholarships, training programs, and other related travels abroad.
6. Update the pool of potential candidates taking into account the career development plan for each official/employee.
7. Prepare response to written queries of nominees to the status of their application.
8. Assist the PDC during criteria setting and deliberation by:
 - a. Preparing the matrix of qualified candidates based on the submitted nominations and/or from the pool of potential candidates from the Central and Field Offices; and
 - b. Preparing minutes of PDC meetings, resolutions, and other required documents;
9. Prepare report informing all units of the Department's official nominees to training programs, scholarships, seminars, conference and study tours.
10. Assist the Department's nominee by:
 - a. Providing pre-departure briefing and technical assistance to scholars/ grantees, whenever necessary
 - b. Preparing supporting documents relative to the scholarship/ training grants, attendance to seminars and conferences abroad/ and ministerial meetings and other related travel documents such as nomination letter, travel authority, vouchers, etc.;
 - c. Coordinating and establishing network with agencies concerned for availment and efficient implementation of scholarships, training and other career development programs in coordination with the Social Welfare Institutional Development Bureau (SWIDB);
 - d. Maintaining/safeguarding the sanctity and confidentiality of records/ deliberations and other documents relative thereto. Documents shall be made available only upon approval by the PDC Chairperson or the DSWD Secretary;
 - e. Establishing and maintaining an inventory of officials and staff who have availed of local and foreign scholarship/ training as well as regular scholarship opportunities;

- f. Ensuring compliance with the provisions of the scholarship contract, particularly on service obligation and submission of travel reports;
 - g. Monitoring of the progress of the agency scholars/ grantees [using the COMMITTEE devised monitoring system pertinent thereto] in coordination with appropriate office head or immediate supervisor of the scholars/grantees. The secretariat shall be updated with the monitoring being done by the concerned supervisor/head of office on the implementation of the scholar/ grantee's action/ re-entry plan; and
 - h. Preparing periodic reports on the accomplishments/status of the training and career development programs. The reports shall include the review of post-evaluation of the trainings attended.
11. Secure hard and electronic copies of country papers or post travel reports of all scholars/grantees and all participants to scholarships/trainings including ministerial meetings, whether local or foreign, for reference of the Department.

IV. COMPOSITION OF THE COMMITTEE AND THE COMMITTEE SECRETARIAT:

1. The Personnel Development Committee (PDC) shall be composed of the following:

A. For Central Office

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| Chairperson | : | to be rotated among the Assistant Secretaries on a yearly basis |
| Vice-Chairperson | : | Director, Human Resource Management and Development Service (HRMDS) |
| Members | : | (1) Representative from Program Cluster and (1) Alternate Representative |
| | | (1) Representative from Operations and Capacity Building Cluster and (1) Alternate Representative |
| | | (1) 2 nd Level Employees' Association Representative and (1) Alternate Representative |



(1) 1st Level Employees' Association Representative
and (1) Alternate Representative

Secretariat : Chief, Career Planning and Development
Division, as Head

Staff from CPDD/HRMDS

B. Regional Office

Chairman : Assistant Regional Director

Vice-Chairperson : (to be rotated among the Heads of Division on a
yearly basis)

Members : (1) Representative from the Operations Division and (1)
Alternate Representative

(1) Representative from the Technical Assistance Division
and (1) Alternate Representative

(1) Representative the Management Division and (1)
Alternate Representative

(1) Employees Association Representative and (1)
Alternate Representative

Secretariat : Personnel Officer, as Head*

Staff from the Management Division*

* As a general rule, the Personnel Officer shall head the
Secretariat in the FOs. The Regional Director, however, has
the discretion to designate the Training Specialist as the
Secretariat Head. The Regional Director may designate
from other divisions if needed.

2. The PDC members and their alternates shall be designated by the heads of cluster groups, the Regional Directors and the chapter head of SWEAP. A Special Order for the purpose shall be prepared by the PDC Secretariat. The Cluster Representatives must hold at least a Salary Grade 22 position while the Alternate Cluster Representative must hold at least a Salary Grade 18 position. For the Regional Office, the Division

Representatives and the Alternate Division Representatives must hold at least a Salary Grade 18 and Salary Grade 16 respectively.

3. Membership shall be for one (1) year. Before the PDC member or alternate's term is finished, its cluster group head/SWEAP shall designate the replacement.

V. REPEALING CLAUSE AND EFFECTIVITY

This Circular shall take effect 15 days upon signing and supersede, amend or modify Memorandum Circular No. 25, series of 2003 and other pertinent provisions of Department Orders, issuances and circulars inconsistent therewith.

Copies of this circular shall be disseminated to all the bureaus, services and offices at the Central Office and Field Offices.

Issued in Quezon City, this 15th day of February, 2006.

Luwalhati F. Pablo
LUWALHATI F. PABLO
OIC Secretary

WJ *SP* *KMB*