



**EXECUTIVE ORDER NO. 10-A**  
Series of 2016

**AN ORDER CREATING THE PERSONNEL DEVELOPMENT COMMITTEE (PDC) OF THE  
MUNICIPALITY OF PURA, TARLAC**

**WHEREAS**, it is the policy of the government to organize a Personnel Development Committee which shall look into the career and personnel development of employees at all levels;

**WHEREAS**, pursuant to Section 31, Book V of Executive Order 292 and Memorandum Circular No. 43, series of 1993 of the Civil Service Commission, agencies are enjoined to provide for a career development plan which shall include among others in-service trainings, local scholarship and training grants to officials and employees of the government;

**WHEREAS**, as provided in the above issuance, selection and attendance to trainings, conventions, conferences, symposia and the like shall be passed through the Personnel Development Committee (PDC) for screening and evaluation of proposed participants as training needs and services requirement of the office or agency;

**NOW THEREFORE, I, CONCEPCION AKOL-ZARATE, M.D.**, Municipal Mayor, by virtue of the powers vested in me by law, hereby order the creation of the Personnel Development Committee (PDC).

**A. COMPOSITION.** The PDC shall be composed of the following:


Chairman:	<b>CONCEPCION A. ZARATE, M.D.</b>	-	Municipal Mayor
Members:	<b>MELANIE C. RUFINO</b>	-	ICO-MHRMO
	<b>MARILOU T. QUITLONG</b>	-	Representative, Second Level
	<b>ARLENE A. CORDOVA</b>	-	Representative, First level

**B. FUNCTIONS.** The committee shall provide support functions to the management in matters pertaining to the selection of office nominees to training, development interventions and scholarship programs in accordance with the existing civil service and office policies/standards.

1. Implement policy guidelines for provisions on training and local scholarship programs, and other capability building activities;
2. Endorse a 3-year Human Resource and Development Plan, and Training Program based on the competency assessment of personnel which is to be reviewed and updated annually;
3. Screen qualified nominees based on the HRDP, training program, Guidelines and criteria set for local and foreign scholarships and educational trips; and
4. Recommend to the Local Chief Executive the most qualified nominee/s in accordance with the screening.

**C. EFFECTIVITY.** This Executive Order takes effect immediately. Any orders/memoranda in conflict herewith are hereby deemed rescinded and/or modified accordingly.

Done this 29<sup>th</sup> day of July, 2016 at Pura, Tarlac, Philippines.

  
**CONCEPCION A. ZARATE, M.D.**  
Municipal Mayor

