



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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19 June 2019



MEMORANDUM NO. NGY 19-67

FOR : Chancellors
Director, UP PGH
ATTENTION : HRDO Directors/ Heads
SUBJECT : Constitution of the Human Resource
Development Committee (HRDC) for Administrative Staff



In light of the issuance of the Civil Service Commission (CSC) of the Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA), as well as the institution of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), committees were created/ reconstituted, such as the Human Resource Merit Selection and Promotion Board (HRMPSB), Performance Management Team (PMT), and Program on Awards and Incentives for Service Excellence (PRAISE) Committee.

As HRMPSB is in-charge of appointments<sup>1</sup> only, CUs are requested to constitute the Human Resource Development Committee (HRDC) for Administrative Staff, effective immediately, pursuant to CSC Memorandum Circular No. 10, s. 1989 re: Establishing a Personnel Development Committee in All Departments, Agencies, Instrumentalities, Branches, Sub-divisions in Government.

The composition of the HRDC shall be as follows:

Table with 2 columns: Role (Chair, Members) and Description (Head of the College/ Office, Administrative Officer or career service employee directly involved in staff development, etc.)

Offices/units with less than ten (10) administrative employees shall have a clustered HRDC.

NOTED
ANGELA D. ESCOTO
Director, HRDO

<sup>1</sup> Both appointments and fellowships were formerly handled by a single committee, the Administrative Personnel and Fellowship Committee (APFC).

<b>Constituent University (CU) HRDC</b>	
Chair	Vice Chancellor for Administration/ Vice Chancellor for Finance and Administration/ Deputy Director for Administration
Members	HRDO Director/ Head
	One (1) regular representative from the First Level of rank-and-file career employees, selected by the duly accredited employees association (i.e. negotiating union)
	One (1) regular representative from the Second Level of rank-and-file career employees, selected by the duly accredited employees association (i.e. negotiating union)
	One (1) additional member representing the administration, selected through appointment

<b>UP System HRDC</b> (for System Administration Offices)	
Chair	Vice President for Administration
Members	System HRDO Director
	One (1) regular representative from the First Level of rank-and-file career employees, selected by the duly accredited employees association (i.e. negotiating union)
	One (1) regular representative from the Second Level of rank-and-file career employees, selected by the duly accredited employees association (i.e. negotiating union)
	One (1) additional member representing the administration, selected through appointment

The College/Office HRDC shall be in-charge of the following:

1. Conduct the initial screening and recommend qualified employees to the training course/scholarship under consideration;
2. Study and provide recommendations on the availment of invitations and offers for participation in training or study programs, both local and foreign;
3. Endorse or evaluate employee applications or requests for financial support for fellowships, as well as other human resource development activities (e.g. attendance in seminars, workshops, conferences, completion of short-term course).

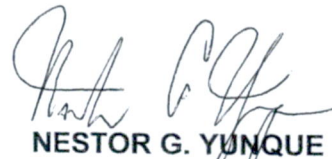
The CU and System HRDC shall be in-charge of the following:

1. Develop guidelines for the selection of nominees to training and scholarship programs in accordance with existing civil service policies and standards;
2. Prepare a list of learning and development (L&D) courses/interventions for administrative staff based on the identified L&D needs. The list of courses shall be updated every six (6) months;
3. Publish or post in conspicuous places the scholarship opportunities at least a month before the date of screening for such grants;
4. Conduct the screening of qualified employees from the list of prospective nominees relevant to the training course/scholarship under consideration;
5. Recommend to the Chancellor/President the most qualified nominees for training or study programs;
6. Study and provide recommendations on the availment of invitations and offers for participation in training or study programs, both local and foreign;
7. Endorse or evaluate employee applications or requests for financial support for fellowships, as well as other human resource development activities (e.g. attendance in seminars, workshops, conferences, completion of short-term course). Subsequently, the requests for financial support previously submitted to the Administrative Development Fund (ADF) Committee shall also be handled by the HRDC;
8. Conduct a continuing monitoring of scholars/grantees sent to various L&D programs, both foreign and local: and
9. Submit quarterly accomplishment to the Chancellor/ Director/ President), cc: OVPA.

The HRDC may opt to adopt the guidelines of the previous committees on learning and development (i.e. APFC, ADF) or propose and implement a new set of guidelines. Documentation of the guidelines and meetings must be observed, pursuant to the requirements of the PRIME-HRM learning and development pillar.

Kindly email a copy of the administrative order on the composition of the CU HRDC to [ovpa@up.edu.ph](mailto:ovpa@up.edu.ph).

For your guidance and compliance.



**NESTOR G. YUNQUE**  
Vice President for Administration

cc: Mr. Danilo L. Concepcion  
Vice Presidents