



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
MINISTRY OF SCIENCE AND TECHNOLOGY
Bangsamoro Government Center, Cotabato City



SPECIAL ORDER NO. 022
Series of 2023

TO/ FOR : **ALL CONCERNED PERSONNEL**
This Office

SUBJECT : **DESIGNATION FOR THE CREATION AND CONSTITUTION OF PERSONNEL DEVELOPMENT COMMITTEE (PDC) AND PDC SECRETARIAT AS STIPULATED IN THE LEARNING AND DEVELOPMENT (L & D) POLICY**

DATE : 22 MARCH 2023|Sha'ban 30, 1444 AH

As stipulated in Section 2.0 of the Learning and Development Policy of the ministry, a Personnel Development Committee (PDC) shall be created for such purpose with the Human Resource Section (HRS) - Learning and Development Unit leading the Secretariat.

Further, as stated in Section 9.0 of the said policy Personnel Development Committee shall be established in the Ministry and preferably constituted by the following members:

- a. Two (2) Executive Officials designated by the Minister as Chairperson and Vice-Chairperson, respectively preferably the Bangsamoro Director General (BDG) as Chair and Chief Administrative Officer as Vice-Chair;
- b. The Attorney or the career service employee directly responsible for legal services;
- c. Highest Official in the HRMS or his/her duly designated representative;
- d. Highest Planning Officer;

PDC Secretariat to assist the PDC members shall be established and must be composed of the following:

- a. Four (2) staff from the Learning and Development Unit of HRMS and 1 staff from the Planning Unit;
- b. One (1) staff from the Information and Communication Unit.

With the provided guidelines, the following employees are hereby designated with the positions:

Chairperson	Engr. Abdulrakman K. Asim, PME
Vice-Chairperson	Ramla S. Bituanan-Lantong
Member	Atty. Norhussien U. Lauban
Member	Engr. Abdulwahid Sendad
Member	Sittie Benazir A. Ulama
PDC Secretariat	Hamira Almula
PDC Secretariat	Rihannah Sanday
PDC Secretariat	Hayder Dukan
PDC Secretariat	Almansor Mokamad

The following shall be the duties and responsibilities of the PDC:

- a. Forge partnership with other institutions and LSPs, both government and private, to address the learning needs of MOST employees.
- b. Develop guidelines for the selection of agency nominees to training and scholarship programs in accordance with the existing CSC Rules and Guidelines, and BAA No. 17;
- c. Incorporate in the above mentioned guidelines the specific provisions stating specific responsibilities of the selected employee to MOST;
- d. Conduct screening for qualified employees from the list submitted by HRMS for nomination either local or foreign training, or scholarship grants, and assure equitable distribution of L&D opportunities to MOST employees;
- e. Determine the priority L&D intervention, and prepare the MOST-wide L&D Plan based on the TNA and L&D plan of each division/section/unit;
- f. Review existing guideline, policies and procedures relevant to the Committee functions and in relation to the L&D direction of the MOST and recommend improvements thereon;
- g. Devise, in coordination with relevant offices, a system of monitoring of the MOST scholars/grantees to assess their progress as well as the support mechanisms necessary to enable them to achieve the objectives of the program, including their action/re-entry plan;
- h. Resolve or facilitate resolution of relevant issues raised by any significant party;
- i. Submit to the Chief, Administrative a quarterly accomplishment report and recommend strategic actions to address learning needs or performance improvement as practicable.

Moreover, the following shall be the specific role and responsibilities of the identified Employees composing the PDC:

- a. **Chairperson** – he/she shall preside over meetings of the Committee and represent the Minister in all meetings and other undertakings relevant to the learning and development initiatives of the MOST. He/she shall sign (Initial Signature) contracts with donor institutions, partners and other institutions relevant to the L&D Program of the MOST. Upon approval of the Minister he/she shall issues orders and directives, promulgate policies and guidelines, approve and decide on all concerns governing human capital development and conduct of capability-development programs in the MOST, and perform such other powers and functions as may be delegated by the Minister.
- b. **Vice-Chairperson** – assist the Chair in his duties and functions, act on his behalf should the Chair be unavailable or incapable of discharging his functions, and perform such other powers and functions as may be delegated by the PDC Chair or the Minister.
- c. **Attorney or officially designated representative** – provide legal opinion and advice on all L&D related concerns brought before the Committee.
- d. **Highest Official in the Human Resource Development Section or his duly designated representative** – Provide direct updating, aligning, feed backing and data sharing mechanisms to centralize monitoring of on boarding and continuous training requirements of employees, thereafter evaluate agency or employee performance and continuous improvement and development of policies and guidelines for human capital development.

Review and verify all L&D requests. Assist the PDC Chair in determining priorities for training. Provide technical advice on training plans and act as one of the champions for human capital development in the MOST. Develop and recommend policies to adopt and implement the L&D policy of the MOST. Identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives at first level, with Highest Planning Officer and President of the Employees' Association, for vetting with the Committee and approval of the PDC Chair.

- e. **Highest Planning Officer** – provide technical advice to the PDC Chair and ensure the L&D strategic plan is aligned with the operational and strategic objectives of the MOST. Identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives at first level, with Highest HRMO and President of the Employees' Association, for vetting with the Committee and approval of the PDC Chair.

f. **Secretariat** – led by the L&D Unit Focal from HRMS. They shall work in close coordination with the MIS Unit to ensure all L&D interventions are captured in one digitalized system. They shall assist the PDC in all L&D administrative, logistics, and other needs for carrying out L&D initiatives. They shall submit a comprehensive training documentation report about the L&D interventions and participants. The report shall contain highlights of the L&D intervention/s, the learning service providers/facilitators' observations and their recommendations on how the minister may be able to further support the L&D interventions.

As such, you are directed to perform the duties and responsibilities appurtenant to the said designation.

This special order shall take effect immediately and shall remain in full force unless sooner revoked by the competent authority.

For information and strict compliance.



ENGR. AIDA M. SILONGAN, MAPDS

AM
Minister

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MINISTRY OF SCIENCE AND TECHNOLOGY	
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