SPECIAL ORDER NO. 62
Series of 1994

In the interest of the service and in order to provide equitable distribution of opportunities for trainings, scholarships and other activities for POEA employees, the Personnel Development Committee (PDC) is hereby created pursuant to CSC MC. 10 series of 1989, to be composed of the following:

Chairman - Official in charge of personnel management
Members - Chief, Administrative Branch
          - Chief, Human Resources Development Division
          - Representative of Branch Managers
          - Representative of Division Chiefs
          - Representative of Rank and File Employees

The Personnel Development Committee shall have the following functions:

1] Develop guidelines for the selection of nominees to training and scholarship programs in accordance with existing civil service policies and standards;

2] Incorporate in said guidelines specific provisions, stating among other things, the responsibilities of selected nominees to the POEA and vice versa. These provisions shall be embodied in the contract which the selected nominee and the POEA Administrator shall enter into;

3] Prepare a list of training courses based on the identified POEA training needs with the corresponding list of prospective participants in coordination with the training officer. The list of courses and the prospective participants for each program shall be updated every six months.

4] Conduct screening of qualified employees from the list of prospective participants relevant to the training course/scholarship under consideration;

5] Recommend to the POEA Administrator the most qualified nominees in accordance with the guidelines set forth by the POEA PDC;

6] Study and make recommendations to the POEA Administrator on the availment of invitations and offers for participation in training or study programs both local and foreign in relation to the needs of POEA;
7] Publish or post in conspicuous places within POEA premises available training or scholarship opportunities at least two weeks before the date of screening for such grants;

8] Conduct a continuing monitoring of POEA scholars/grantees sent to various training programs, both foreign and local; and

9] Submit to the POEA Administrator a quarterly report of its accomplishments.

Two HRDD staff who are not members of the Committee shall act as the Secretariat of the Committee and shall have the following duties:

1] Provide the list of qualified employees based on the list of prospective participants prepared by the Committee;

2] Prepare pertinent papers relative to the scholarship or study grants to include preparation of vouchers, Special Orders, etc.;

3] Prepare correspondence, memoranda, report, etc.;

4] Issue notice of meetings to all members of the PDC;

5] Maintain records of Committee deliberations and other documents relative to the availment of the program;

6] Prepare minutes of Committee meetings and corresponding communications to the POEA Administrator; and

7] Prepare an annual report on the accomplishment of the Committee.

This Order shall take effect immediately.

Feliciano G. Jesus
Administrator

SO No. 62 S 1994
25 March 1994