



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
 MAKATI CITY

27 January 2016

OFFICE ORDER

No. 041-2016

Pursuant to CSC Memorandum Circular No. 10, s. 1989, integrating human resource development policy, formulation and implementation as well as equitable distribution of opportunities for training, scholarships and similar activities, the TIEZA Personnel Development Committee (PDC) is hereby reconstituted to be composed of the following:

- | | |
|---|-------------|
| 1. Assistant Chief Operating Officer for Administration and Finance | Chairperson |
| 2. Manager, Legal Department | Member |
| 3. Manager, Administrative Services Department | Member |
| 4. Two representatives from the Employee's Association representing the first and second levels to be chosen from the rank and file employees | Member |
| 5. Human Resource Services Division | Secretariat |

FUNCTIONS OF THE PDC

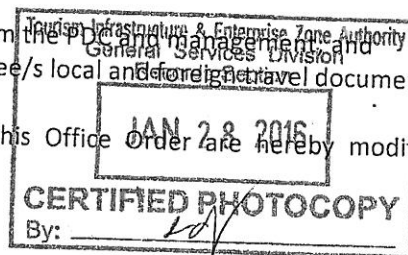
1. Develop guidelines for the selection of nominees to training scholarship programs in accordance with existing civil service policies and guidelines.
2. Set up specific criteria and/or provisions which will state among other things, the responsibilities of the grantee and the obligations of the agency under the subject program which shall be embodied in a contract to be entered into by the grantee and the head of agency.
3. Screen all nominations relevant to the training and scholarship programs under consideration.
4. Recommend to the Chief Operating Officer the most qualified nominees in accordance with established guidelines.

FUNCTIONS OF THE PDC SECRETARIAT

1. Disseminate invitations to all Sector/Department/Division who will directly benefit from the program;
2. Provide the committee with the list of qualified employees for the program under consideration;
3. Prepare pertinent papers, communication and reports relative to the scholarship or study grants;
4. Assist the candidate in the preparation of the requirements needed by the program sponsors/organizers;
5. Issue notices of meeting to the PDC members; prepare agenda to be taken-up and minutes of the meeting;
6. Monitor and follow-up documents emanating to and from the PDC and Management and General Services Division;
7. Maintain records of PDC deliberations, including employee/s local and foreign travel documents.

All Office Orders and other issuances inconsistent with this Office Order are hereby modified or supersede accordingly.

For your guidance and implementation.



Atty. GUILLER B. ASIDO
 Chief Operating Officer

