



Republic of the Philippines
Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100
Trunkline (632) 929-6626; 929-6628; 929-6635; 929-4028; 929-3618
426-0465; 426-0001; 426-0347; 426-0480; 426-0491
Voice-Over-Internet-Protocol (VOIP) Trunkline (632) 988-3367
Website: <http://www.denr.gov.ph> / E-mail: Web@denrgov.ph

SPECIAL ORDER
No. 2022- 811

NOV 09 2022

**SUBJECT: AMENDING SPECIAL ORDER NO. 2019-644 ON THE
CREATION OF THE HUMAN RESOURCE DEVELOPMENT
COMMITTEE**

In the interest of service and in order to streamline the internal processes of the Department, the Human Resource Development Committee is hereby reconstituted, as follows:

Chairperson	:	The Assistant Secretary supervising Human Resource Development Service (HRDS)
Vice-Chairperson	:	The Director, HRDS
Members	:	The Director, Legal Affairs Service Representative, Gender and Development Representative, Employees' Union
Secretariat:		Human Resource Development Service

The HRDC shall perform the following functions:

1. Adhere to the general policy of no discrimination on account of age, sex, sexual orientation, gender identity, civil status, disability, religion, ethnicity, economic, and social status or political affiliation in the implementation of learning and developmental interventions;
2. Formulate and recommend policies and guidelines on DENR's human resource development, in accordance with the existing policies, rules and regulations;
3. Approve the Annual Learning and Development (L&D) Plan that contains proposed interventions based on the results of competency assessment and performance review and discussion of the accomplished Individual Development Plans (IDPs);
4. Review and evaluate applications based on established criteria and documentary requirements, and recommend to the Secretary or his/her authorized representative the most qualified nominees;
5. Review and evaluate applications of employees recommended by the HRDC counterparts duly endorsed by the Head of Office. The HRDC shall ensure that the nominees meet the required minimum qualifications and that the scholarship grant has displayed *urgency* and *relevance in the overall mandate* of the Department;
6. Oversee the provision of award/s and/or incentive/s in the form of full scholarship grant and attendance to L&D programs, pursuant to DENR Program on Awards and Incentives for Service Excellence (PRAISE), provided that such award is approved by the Secretary and in accordance with the requirements provided in the existing scholarship policies, rules, and regulations;

7. Ensure that the available scholarship and training opportunities are posted in conspicuous places *at least thirty (30) days before the date* of screening, if applicable; and,
8. Endorse to the Secretary an annual *accomplishment report* on the HRDC meetings conducted, monitoring of DENR local and foreign scholarship grantees, and L&D interventions implemented as per the approved Annual L&D Plan.

The HRDC shall be assisted by a **Secretariat** composed of selected HRDS staff with the following functions:

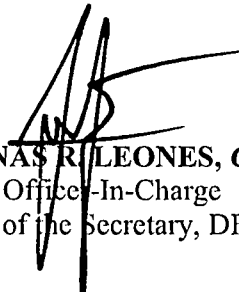
1. Disseminate invitations relative to the availment of degree and non-degree courses under local and foreign scholarships/training;
2. Prepare a notice of meeting and provide secretariat services during meetings;
3. Maintain records of Committee minutes of meetings and other documents relative to the scholarship grants and the Annual L&D Plan, and submit them to HRDC; and,
4. Prepare and submit to HRDC an annual accomplishment report on DENR local and foreign scholarship grantees and L&D interventions implemented as per the approved Annual L&D Plan, to be submitted every January 30 of the succeeding year.

Membership in the Committee shall be considered part of the member's regular duties and responsibilities.

Expenses to be incurred by the HRDC in the performance of the aforementioned functions shall be chargeable against respective offices' funds, subject to the usual accounting and auditing rules and regulations.

All other provisions stipulated in DENR Special Order No. 2019-644 shall remain the same.

This Order shall take effect immediately and supersedes all other issuances inconsistent herewith.


ATTY. JONAS R. LEONES, *CESO I*
Office-In-Charge
Office of the Secretary, DENR

