

**Administrative Order
No. 14
April 14, 1992**

**SUBJECT : Designation Of Human Resource
Development (HRD) Coordinators**

1. In line with the DENR policy to strengthen its Human Resource Development (HRD) capability and rationalize its manpower development activities, all Staff Bureaus, Attached Agencies and Regional Offices are hereby required to designate, from among its senior staff, an HRD Coordinator. The HRD Coordinator, in addition to his regular functions, shall:

- a. Act as Chairman of the Scholarship Screening Unit, pursuant to Administrative Order No. 6, Series of 1991;
- b. Consolidate, review and prepare the annual HRD plans and programs of the concerned Bureau/Agency/Region and ensure its programming in the respective annual budget for appropriate funding;
- c. Recommend the conduct of, coordinate and facilitate all HRD activities of their respective Bureau/Agency/Region;
- d. Assist the concerned Bureau Director/Agency Head/Regional Executive Director (RED) in the promulgation of office policies, rules and regulations pertaining to human resource development;
- e. Implement Department-wide HRD programs; and
- f. For coordination, monitoring and control purposes, submit annual HRD plans and biannual accomplishment reports to the HRD Service, Management Services.

2. The HRD Coordinator shall be assisted by their respective Administrative/Personnel Divisions. In the Regional Offices, the HRD Unit, which is hereby elevated to HRD Section, shall directly backstop the HRD Coordinator.

3. Likewise, all Central Office-based Foreign-Assisted and Special Project with HRD/training component, are hereby required to submit annual HRD/training plans and bi-annual accomplishment reports to the HRD Service, Management Services. For monitoring purposes, said Projects shall also coordinate the conduct of their HRD/training activities with the HRDS.

4. The concerned Bureau Directors, Agency Heads, REDs and Project Managers shall ensure the provision of the appropriate funding for efficient performance of the foregoing functions.

5. The designated HRD Coordinators shall likewise ensure the appropriate programming of funds for the respective HRD plans, and discourage the conduct of unprogrammed HRD activities.

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

VICTOR O. RAMOS
OIC, Secretary

Recommending Approval:

RAMON J. P. PAJE
Director, HRDS and
OIC, Office of the Assistant
Secretary for Management Services