

**DENR Administrative Order
No. 96-01
January 17, 1996**

**SUBJECT : Amending Administrative Order
No. 14, dated April 14, 1992,
designating Human Resource
Development (HRD) Coordinators.**

In consonance with the DENR policy to promote development of its human resources and in order to further strengthen the administration of human resources development activities in the Regional Offices, DAO No. 14 is hereby amended to include the following organization and administrative responsibilities for concerned personnel:

1. HRD Coordinator

The Regional HRD Coordinator who is designated by the Regional Executive Director shall have the overall supervision on matters related to the preparation, implementation and monitoring of their respective Career Development Plan and Training Plan, and administration of Personnel Performance Appraisal and Individual Development System (PAIDS).

2. Chief of Administrative Division

The Chief of Administrative Division shall directly supervise the Human Resource Development Section. He/She shall be responsible in the supervision of activities related to training and career development of all personnel under the jurisdiction of the Regional Office. He/she shall maintain and update a human resources information system and personnel database.

3. **Human Resources Development Section**

Under the direct supervision of the Chief, Administrative Division, the Human Resources Development Section shall be responsible for the preparation and implementation of the training and development activities and career development, maintenance of personnel database, preparation of the budget for training and development, and acts as Secretariat to the Scholarship Screening Committee for all personnel under the jurisdiction of the Region.

Provision of DAO No. 14, Series of 1992 not inconsistent herewith remain in force.

This Order takes effect immediately.

VICTOR O. RAMOS
Secretary

Recommending Approval:

RAMON J. P. PAJE
Assistant Secretary, Management Services