



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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17 April 2023

MEMORANDUM NO. 12

Series of 2023

TO: **Office of the Vice Chancellor for Administration and Supervised Units**

SUBJECT: **Composition of Human Resource Development Committee (HRDC)**

Pursuant to CSC Memorandum Circular No. 10 s. 1989 re: Establishing a Personnel Development Committee in all Departments, Agencies, Instrumentalities, Branches, Sub-divisions in Government and as reiterated in Memorandum No. NGY 19-67 issued by the Office Vice President for Administration and OVCA Memorandum No. 24 s.2019 on the Composition of the Human Resource Development Committee (HRDC) for administrative staff, the following are designated as members of your respective units' HRDC effective 17 April 2023 to 31 December 2023.

Office	Office of the Vice Chancellor for Administration	Office of the Vice Chancellor for Administration Main*	Accounting Office	Cashier's Office	Human Resources Development Office	Supply and Property Management Office	Records Management Office
Chair	Assoc. Prof. Jennifer Marie S. Amparo	Assoc. Prof. Jennifer Marie S. Amparo	Marie Claire L. Raymundo	Elizabeth T. Eala	Assoc. Prof. Roderick C. Javar	Atty. Aladdin P. Dominguita	Liza G. Custodio
Administrative Officer	Joan Rose Belle B. Ople-Vale	Joan Rose Belle B. Ople-Vale	Rhodora P. Violanta	Henry L. Benzon	Rosalyn Mabel M. Jimera	Lea C. Gonzales	Ana Marie G. Valisno
First Level Union Representative	Alexis M. Mejia	Alexis M. Mejia	Eden C. Mariano	Rael B. Hernandez	Ginny Mae P. Romuga	Arnold F. Mamino	Andrew P. Licardo
Second Level Union Representative	Gercy Love M. Juanillas	Consolacion B. Lampa	Jefferson Q. Sancon	Mildred P. Tandang	Mary Rose M. Luna	Gercy Love M. Juanillas	Eric Cris DC. Valencia
Admin Representative	Allyson B. Calapine	Jaybee M. Punzalan	Alvin C. Cabrera	Diana U. Vasquez	Annalyn G. Ledda	Francisco Q. Manuel, Jr.	Allyson B. Calapine

* Including Business Affairs Office and BAC Secretariat

The functions of the HRDC are to:

1. Conduct initial screening of qualified personnel from the list of potential nominees for the training course/scholarship under consideration;
2. Study and provide recommendations on the availment of invitations, and offers for participation in training or study programs, both local and foreign; and
3. Evaluate and endorse employee applications or requests for financial assistance for fellowships, as well as other human resource development activities (e.g. attendance in seminars, workshops, conferences, completion of short-term courses).

We trust that you shall discharge your duties with fairness and objectivity, fully cognizant of existing policies and pertinent rules of the Civil Service.

Thank you for your cooperation.

For compliance.


ROLANDO T. BELLO
Vice Chancellor