



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

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16 October 2023

MEMORANDUM NO. 38
Series of 2023

TO: Office of the Vice Chancellor for Community Affairs
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 1 October 2023 to 31 December 2023.

Office	Office of the Vice Chancellor for Community Affairs*	University Health Service	UPLB Security and Safety Office
Chair	Vice Chancellor Roberto P. Cereno	Dr. Jessie Imelda F. Walde	Atty. Eric Paul D. Peralta
Administrative Officer	Jocelyn G. Cordez	Raquel C. Zafra	Rizal C. Huelgas
First Level Union Representative	Milo M. Batino	Geronimo C. Reyes	Roderick B. Cabintoy
Second Level Union Representative	Marichelle L. Abiog	Irene G. Tibor	Roldan V. Quilatan
Admin Representative	Apollo B. Reyes	Dr. Myla Lourdes R. Avena	Edward P. Pascual

**Including University Housing Office and UPLB Gender Center*

The function 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.

For compliance.

ROLANDO T. BELLO
Vice Chancellor for Administration