



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

3/F Bienvenido M. Gonzales Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3468 | +63 999-221-1489 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

16 October 2023

MEMORANDUM NO. 39

Series of 2023

TO: Office of the Vice Chancellor for Planning and Development

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 Planning & Development*	Budget Management Office	Land Grant Management Office	UPLB Information Technology Center	University Planning and Maintenance Office
Chair	Vice Chancellor Rossanna Marie C. Amongo	John Reymark C. Garcia	Assoc. Prof. Pastor L. Malabrigo, Jr.	Asst. Prof. Danilo J. Mercado	Dr. Marloe B. Sundo
Administrative Officer	Caroline P. Khe	Janina M. Yuson	Reynaldo E. Lorida	Anita D. Palmes	Rebecca C. Torres
First Level Union Representative	Marcelino D. Obligado, Jr.	Rodolfo A. Hernandez, Jr.	Jeriel D. Pamulaklakin	Mark Morris R. Dimapilis	Joseph Z. Escalante
Second Level Union Representative	Sharon M. Pasuquin	Michelle M. Villazor	Dave S. Montecalvo	Diana Michelle DR. Magbanua	Arnel I. Pantig
Admin Representative	Mayzee L. Lapitan	Michael Ryan G. Quilloy	Analeah L. Ricohermoso	Jan Jacob Glenn M. Jansalin	Pamela E. Lapitan

*Including Resource Generation and Development Office

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