



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

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16 October 2023

MEMORANDUM NO. 40

Series of 2023

TO: **School of Environmental Science and Management**

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 unit's HRDC effective 1 October 2023 to 31 December 2023.

Office	School of Environmental Science and Management
Chair	Dr. Rico C. Ancog
Administrative Officer	Rowena V. Posa
First Level Union Representative	Maria Luisa G. Mendoza
Second Level Union Representative	N/A
Admin Representative	Joseph M. Vicente

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