



**OFFICE ORDER No. 8**  
**Series of 2022**

**FOR : ALL BAFS EMPLOYEES**

**FROM : OFFICE OF THE DIRECTOR**

**SUBJECT : CREATION OF BAFS HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC)**

In the interest of the service and in accordance with the DA-Memorandum Order No. 31 series of 2021 to ensure a uniform application of policies and procedures in the availment of scholarship programs, trainings, seminars, workshop, conferences, conventions, and study leaves of all offices under the Department of Agriculture, Office Order No. 23 Series of 2021 entitled Creation of BAFS Human Resource Development Committee (HRDC) is hereby amended to be composed of the following:

**Chairperson** : Vivencio R. Mamaril, PhD  
Director IV

**Vice-Chairperson** : Mary Grace R. Mandigma  
Assistant Director-designate and  
Chief Science Research Specialist (TSD)

**Members** : Karen Kristine A. Roscom  
Chief Science Research Specialist (SDD)

Joeve S. Calleja  
Chief Science Research Specialist (OAD)

Edna Lynn C. Floresca  
Chief Science Research Specialist (LSD)

Daisy E. Melegrito  
Administrative Officer V

Frederick C. Crisol  
Planning Officer III

Mark F. Matubang  
2<sup>nd</sup> Level Rank and File Employee Representative



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Secretariat: : Geeza June V. Painaga  
 Rovi Ann A. Tamayo  
 Allan Gabriel T. Melido  
 Katheryn T. Baes

The Committee shall have the following functions:

1. Formulate and implement the Human Resource Development Plan for BAFS personnel.
2. Recommend to the management a Learning and Development Policy enhancement or issuance of new guidelines, as may be necessary.
3. Develop guidelines for the selection of BAFS nominees to training, seminar, study leave and scholarship programs in accordance with existing civil service rules and regulations.
4. Define duties and responsibilities of the agency nominees to scholarships and training programs and incorporate them in the guidelines.
5. Conduct screening and evaluation of applicants for various trainings, scholarships and programs and
6. Recommend the most qualified nominee(s) for specific trainings, scholarships programs to the Head of the Agency in accordance with agency guidelines.
7. Render and submit to the Head of the Agency Committee Accomplishment Report.

The BAFS-HRDC Secretariat shall:

1. Advise the HRDC regarding applicant/candidate qualifications based on records;
2. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee/s to scholarships/training, etc;
3. Coordinate and monitor the conduct of screening and evaluation of nominee/candidate;
4. Schedule, organize, and arrange all meetings and other activities of HRDC;
5. Prepare and disseminate Notices of Meeting (NOM), Minutes of Meeting (MOM), proceedings and deliberations, as well as Committee Accomplishment Reports and other administrative support;
6. Receive consolidated list of application with required documents for screening and evaluation of the committee;
7. Provide HR records/statistics of nominees and invitations;
8. Inquire from various institutions offering training and scholarship programs, both foreign and local, and seek clarification, if needed;
9. Submit to the HRDC pressing issues and concerns for resolution;
10. Provide administrative support to HRDC; and
11. Perform other related functions as may be assigned by HRDC.



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Furthermore, the BAFS shall adopt the DA-Memorandum Order No. 31, Series of 2021 Prescribed Guidelines, Policies, and Procedures on Scholarships, Trainings, Seminars, Conferences, Conventions and Study Leave.

This Order shall take effect immediately and shall remain in force until revoked. All other orders and memoranda inconsistent herewith are deemed revoked.

Issued this 31<sup>st</sup> day of May 2022.

  
**VIVENCIO R. MAMARIL, PhD**  




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