



OFFICE ORDER No: 16
Series of 2024

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

**SUBJECT : RECONSTITUTION OF THE DEPARTMENT OF AGRICULTURE (DA) –
BUREAU OF AGRICULTURE AND FISHERIES STANDARDS (BAFS)
HUMAN RESOURCE DEVELOPMENT COMMITTEE (HRDC)**

In the interest of service, the DA-BAFS hereby adopts the DA Memorandum Order No. 31, series of 2021 (Amendment to Memorandum Order No. 09, series of 2018 Re: Personnel Development Committee Prescribed Guidelines, Policies, and Procedures on Scholarships, Trainings, Seminars, Conferences, Conventions and Study Leave).

The BAFS HRDC is hereby reconstituted with the following composition:

Chairperson : KAREN KRISTINE A. ROSCOM, PFT, PhD
Director IV

Vice-Chairperson : MARY GRACE R. MANDIGMA, PFT
Assistant Director-Designate
Chief Science Research Specialist
Technical Services Division (TSD)

Members : ALPHA M. LANUZA, DVM
Chief Science Research Specialist
Standards Development Division (SDD)

EDNA LYNN C. FLORESCA
Chief Science Research Specialist
Standards Research Division (SRD)

MARK F. MATUBANG
Officer-In-Charge Chief Science Research Specialist
Organic Agriculture Division (OAD)



FREDERICK C. CRISOL
Planning Officer III

ROXANNE P. LIZARDO
Administrative Officer V

Secretariat : GEEZA JUNE PAINAGA-AUDITOR
Science Research Specialist II
OAD

JENINA B. CUSAY
Science Research Specialist I
OAD

JAERYL LORDEIN V. RAMOS
Administrative Assistant V

Senior Administrative Assistant III

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 (L&D) policy enhancement and subsequent issuance of new guidelines, as may be necessary.
3. Develop guidelines for selecting BAFS nominees for trainings, seminars, study leaves, conferences, and scholarship programs per existing Civil Service rules and regulations.
4. Define the duties and responsibilities of the agency nominees to scholarships and training programs and incorporate them in relevant guidelines.
5. Conduct screening and evaluation of applicants for various trainings, seminars, study leaves, conferences, and scholarship programs.
6. Recommend the most qualified nominee(s) for trainings, seminars, study leaves, conferences, and scholarship programs to the Department of Agriculture (DA) based on the results of the deliberations.

The BAFS-HRDC Secretariat shall:

1. Advise the HRDC regarding applicant/candidate qualifications based on records.
2. Monitor the implementation of approved guidelines and documented agreements in identifying nominee/s to trainings, seminars, study leaves, conferences, and scholarship programs.
3. Coordinate and monitor the conduct of screening and evaluation of nominee/s.
4. Schedule, organize, and arrange all meetings and other activities of HRDC;
5. Prepare and disseminate Notices of Meeting (NoM), Minutes of Meeting (MoM), Summary of Major Agreements (SoMA), as well as Committee Accomplishment Reports.

6. Initially screen the consolidated list of applications with required documents for screening and evaluation by the Committee from the Administrative Support Services (AAS). Provide Human Resources (HR) records/statistics of nominees and invitations.
7. Liaise with various institutions offering trainings and scholarship programs, both foreign and local, and seek clarification if needed.
8. Submit to the HRDC pressing issues and concerns for their resolution.
9. Provide administrative support to HRDC.
10. Perform other related functions as may be assigned by HRDC.

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

Done this 4th day of June 2024.


KAREN KRISTINE A. ROSCOM, PFT, PhD
Director IV
ME
RVC
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