



**OFFICE ORDER No. 09**  
**Series of 2023**

**FOR : ALL BAFS EMPLOYEES**

**FROM : OFFICE OF THE DIRECTOR**

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

In the interest of service, the 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, PhD**  
Director IV

**Vice-Chairperson : Mary Grace R. Mandigma**  
Assistant Director-Designate *and*  
Chief Science Research Specialist, Technical Services Division (TSD)

**Members : John Gregory V. Aquino**  
Officer-in-Charge Chief Science Research Specialist,  
Standards Development Division (SDD)

**: Edna Lynn C. Floresca**  
Chief Science Research Specialist  
Standards Research Division (SRD)

**Joeve S. Calleja**  
Chief Science Research Specialist  
Organic Agriculture Division (OAD)

**Frederick C. Crisol**  
Planning Officer III

**Administrative Officer V**

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

Secretariat : Geeza June V. Painaga, Science Research Specialist II  
Alpha M. Lanuza, DVM, Senior Science Research Specialist  
Senior Administrative Officer

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).
7. Provide Human Resources (HR) records/statistics of nominees and invitations.
8. Liaise with various institutions offering trainings and scholarship programs, both foreign and local, and seek clarification, if needed.
9. Submit to the HRDC pressing issues and concerns for their resolution.
10. Provide administrative support to HRDC.
11. Perform other related functions as may be assigned by HRDC.

This Order revokes Office Order No. 23, series of 2021 and shall take effect immediately and shall remain in force until revoked.

Issued this 6 day of March 2023.

  
**KAREN KRISTINE A. ROSCOM, PhD**  
Director IV