



**EXECUTIVE ORDER NO. 44
Series of 2024**

**AN ORDER REORGANIZING THE COMPOSITION OF THE CAREER REVIEW UNIT (CRU) /
TECHNICAL WORKING GROUP OF THE PERSONNEL DEVELOPMENT COMMITTEE (PDC)
OF THE CITY GOVERNMENT OF PANABO**

WHEREAS, Section 1 of Rule VIII, Book V of Executive Order 292, otherwise known as the Administrative Code of 1987, provides that every official and employee of the government is an asset or resource to be valued, developed, and utilized in the delivery of basic services to the public;

Whereas, Civil Service Commission (CSC) Memorandum Circular (MC) No. 43, S. 1993 as amended by CSC MC NO. 10, S. 1989, requires all agencies to establish a Personnel Development Committee in every government agency;

WHEREAS, the Personnel Development Committee ("PDC") shall provide support functions to management matters pertaining to the selection of agency nominees to training and development and scholarship programs in accordance with existing civil service policies and standards and without discrimination on age, gender, sex, civil status, ethnicity, religious beliefs, disability, and political affiliation, thereby ensuring the observance of the "Equal Opportunity Policy";

WHEREAS, in order to address the requirements under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the PDC resolved to establish a Career Review Unit to spearhead the formulation, review, and amendment of the learning and development policies of the City;

WHEREAS, the Career Review Unit ("CRU", *for brevity*) of the City Government of Panabo, created under Executive Order No. 8, Series 2020, has been integrated into the Personnel Development Committee (PDC) by Executive Order No. 67, Series of 2022, to form part and act as the PDC technical working group (TWG);

WHEREAS, due to personnel movements, there is a need to reorganize the PDC TWG also known as the CRU of the City Government of Panabo;

NOW THEREFORE, I, JOSE E. RELAMPAGOS, by virtue of the power vested in me as City Mayor of Panabo City, do hereby order the following:

SECTION 1. COMPOSITION. The PDC TWG/Career Review Unit (CRU) is hereby reorganized as follows:

City Human Resource Management Office

RHEA ROSE S. ARCENO
AO IV

LORVENA O. GARCIA
AO II

MARIA FATIMA G. ORMEGA
AO II

CLIFFORD C. BURASCA
AO II



City Mayor's Office

MICHAEL ANGELO A. RESUEÑO
Information Officer III

EAJEAN JOY PRINCESS S. NICOLAS
HRMO II

Sangguniang Panlungsod Office

GERMAN Y. SOLATORIO III
AO IV

City Administrator's Office

JOANNA CHERYL S. SILAGAN
AO V

CHERELLE B. ESPINOSA
SLEO

City Civil Registrar's Office

GREIZEL B. DEL ROSARIO
AO III

City Social Welfare and Development Office

CZARINA TRIXIA S. GIANGAN
Psychologist I

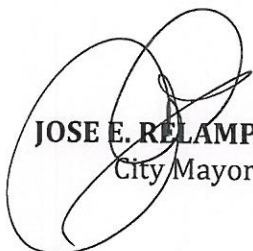
SECTION 2. FUNCTIONS. The CRU shall be responsible for the following:

1. Report to the PDC for the proper direction on the proposed activities for Learning and Development;
2. Be responsible for the initial assessment of the Learning and Development Activity implementation;
3. Initiate the review and assessment of all existing policies in relation to the implementation of the Career Development Plan (CDP), but not limited to developing or customizing criteria and screening process for selecting nominees;
4. Identify provisions for amendment, deletion or addition of relevant factors in the policies of the existing Learning and Development (L&D) Plan for recommendation to the PDC;
5. Craft and formulate policies and related documentation for the Learning and Development (L&D) Plan for required policies not already in effect or operational for recommendation to the PDC;
6. Proposed systems for monitoring and evaluation of the L&D Activity and attendees to measure cost-effectiveness;
7. Conduct benchmarking activities with neighboring Local Government Units or Government Agencies their best practices and sustaining policies for inclusion in the L&D Plan;
8. Coordinate with the Civil Service Commission for technical assistance and validation of legal basis for the L&D Plan, as needed; and
9. Conduct a regular review and assessment with the PDC for amendments thereafter to keep abreast of current trends, policies and practices and human resource management.

SECTION 3. REPEALING CLAUSE. All executive orders or issuances inconsistent with the provisions of this order are hereby repealed, superseded or modified accordingly.

SECTION 4. EFFECTIVITY. This order shall take effect immediately after signing hereof.

Done this 24th day of May 2024 at Panabo City, Davao del Norte, Philippines.



JOSE E. RELAMPAGOS
City Mayor