



Republic of the Philippines
DEPARTMENT OF HEALTH
Regional Office XI
Southern Philippines Medical Center
J.P. Laurel Avenue, Davao City
Tel. No. 227-2731; Fax No. 221-7029



February 14, 2024

HOSPITAL MEMORANDUM

No. 73, s. 2024

TO : ALL CONCERNED

SUBJECT : Reconstitution of the SPMC Human Resource Development Committee (HRDC)

The Civil Service Commission (CSC) Memorandum Circular No. 10, Series of 1989, directs the formation of a Personnel Development Committee (PDC) in all departments, agencies, and instrumentalities of the National Government including Local Government Units and Government-Owned and Controlled Corporations. In view of this, SPMC has established the Human Resource Development Committee (HRDC), the membership of which is hereby reconstituted:

Chairperson : Dr. **Maria Elinore A. Concha** - Medical Specialist IV, PETD
Vice-Chairperson : Mr. **Emmanuel R. Driz** - Supervising Administrative Officer, HRMO
Members : Atty. **Danilo A. Cullo** - Attorney IV, Legal Office
Dr. **Federico Alfonso L. Puente** - Medical Specialist III, Z-Package
Mr. **Eric C. Nillas** - Supervising Administrative Officer, Budget Section
Ms. **Jessica Mae D. Alaban** - Nurse VI, Nursing Service
Ms. **Grace B. Bernardo** - Supervising Administrative Officer, IPBM
Ms. **Rixelle Pet-Paola J. Catalino** - Supervising Administrative Officer, HIMD
SPMCEA Representative

Secretariat : Mr. **Augiemil Brian L. Naman** - Administrative Assistant III, PETD
Mr. **Braulio R. Adonis, Jr.** - Administrative Assistant III, HRMO

Based on the aforementioned memorandum circular of the Civil Service Commission, the committee is responsible for:

1. Developing and adopting a judicious screening process and criteria in the selection of candidates and nominees for learning development interventions (LDIs).
2. Periodically review existing policies, procedures, guidelines relevant to the Committee Functions and in support of the career development of employees to provide guidelines to the Human Resource Management Office (HRMO) and the Professional Education, Training and Development Office (PETD) and improve the way the committee functions.

3. Evaluate and deliberate the qualifications of nominees for:
 - a. LDIs within Davao City, Region XI and the country on official time and official business
 - b. Foreign travels for LDIs outside the country on official time and official business
 - c. Local and foreign scholarship grants
 - d. Requests for lateral entries in local and foreign institutions from residents/fellows of SPMC
 - e. Educational tours ("lakbay arals") of SPMC staff
 - f. Other career development programs
4. Devise in coordination with the Professional Education, Training and Development Office a way of monitoring the agency trainees/scholars and how the LDI has contributed to their functions in the agency.

The HRDC shall also perform the following additional functions:

1. To ensure the strict observance of the Equal Opportunity Principle (EOP) in all the learning and development activities;
2. To utilize information generated from other HR systems such as Recruitment, Selection and Placement (RSP), Performance Management (PM), and Rewards and Recognition (R&R) in the relevant learning and development activities;
3. To produce and disseminate information materials about learning and development;
4. To judiciously utilize their access to, and preserve the confidentiality of all information acquired from, the Human Resource Information System (HRIS).

This order shall take effect immediately and shall subsist until revoked, superseded or amended accordingly.


RICARDO B. AUDAN, MD, FPAFP, MPA, CHA
Medical Center Chief II