



**ADMINISTRATIVE ORDER No. 14**  
Series of 2016

**“AN ORDER RECONSTITUTING THE COMPOSITION OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE (PGDdN) HUMAN RESOURCE DEVELOPMENT (HRD) CORE TEAM AND POOL OF TRAINERS AND REITERATING ITS FUNCTIONS”**

**WHEREAS**, the three-year Strategic Competency-Based HRD Plan of the Provincial Government CY 2014-2016 was approved on July 7, 2014 under Resolution No. 379;

**WHEREAS**, such plan is subject for review and updating for the next three years CY 2017-2019;

**WHEREAS**, there is a need to continuously improve the capacity of the PGDdN in performing its organizational learning and development functions to be better equipped and become a more competent workforce;

**WHEREAS**, there is a need to reconstitute the HRD Core Team and Pool of Trainers to perform the technical work of determining, prioritizing and implementing a set of strategic and competency-based Learning and Development Interventions (LDIs) for employees of the Provincial Government of Davao del Norte in the next three years (2017-2019);

**NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO**, Governor of Davao del Norte, by virtue of the power vested in me by law, do hereby reconstitute the composition of the PGDdN Human Resource Development (HRD) Core Team and Pool of Trainers with the corresponding composition and functions.

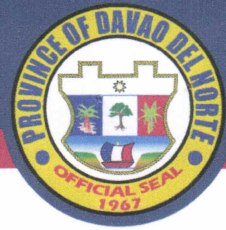
Section I. **COMPOSITION.** PGDdN HRD Core Team and Pool of Trainers shall be composed of the following:

HRD Core Team and Pool of Trainers Champion	:	<b>HON. ANTONIO RAFAEL G. DEL ROSARIO</b> Governor
	:	<b>SAMSON J. SANCHEZ, MPA, CSEE</b> Provincial Administrator Authorized Representative
HRD Core Team/ Pool of Trainers Chairperson	:	<b>MONICA L. SALIDO, M.M.</b> PG Department Head Provincial Human Resource Mgt. Office
Members: Provincial Governor's Office	:	<b>GEOFFREY S. LANDANGANON, MPA</b> Internal Auditor I, Internal Audit Services
	:	<b>MERRIAM D. BOLIPATA</b> Environmental Mgt. Specialist II (detailed at PGO-GAD)



Hon. Anthony G. del Rosario  
Governor, Davao del Norte





- Provincial Administrator's Office : **JOEFREY C. MIRAFUENTES, MPA**  
Administrative Officer II, Admin. Division
- MA. ANTONETTE D. GEROLAGA**  
Administrative Assistant V, Admin. Division
- Provincial Human Resource Mgt. Office : **GALE GUADALUPE G. MORTILLERO, MSLRG, MHRM**  
Supervising Administrative Officer
- EDWIN A. PALERO, MPA, MHRM**  
Supervising Administrative Officer
- MILA C. LAURENO, MHRM**  
Supervising Administrative Officer
- LEDDIE GHAY N. LUMAKANG**  
Administrative Officer II
- BRENDA JOYCE B. MAGNO**  
Administrative Officer V
- MICHELLE B. CLARIDAD, MPA, MHRM**  
Administrative Officer IV
- JENNY LUCILLE G. EGO, MPA**  
Administrative Officer II
- ERIC JORGE S. OPERARIO**  
Administrative Assistant VI
- Provincial Information Office: **JOSEPHINE P. ELESTERIO**  
Supervising Administrative Officer
- Provincial Planning & Dev't. Office : **MA. THERESA B. CATAO, MPA**  
Supervising Administrative Officer
- Provincial General Services Office : **DELIA P. GUBOC**  
PG Asst. Dept. Head
- KIRBY RYAN E. SUAREZ, LI. B.**  
Legal Assistant II
- Provincial Budget Office : **EMELIA C. PALERO, CPA, MSLRG**  
OIC Provincial Budget Officer
- JOSIE VIC. L. DOÑA**  
Senior Administrative Asst. I
- Provincial Accountant's Office : **FLORITA B. BATIAO**  
Supervising Administrative Officer
- Provincial Legal Office : **ROGER S. BAAY, LI. B.**  
Administrative Officer V



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Provincial Treasurer's Office	:	<b>PRECY D. ORAY</b> OIC Provincial Treasurer
		<b>BELINDA C. ABALUNAN</b> Local Revenue Collection Officer III
Provincial Assessor's Office	:	<b>ENGR. LILY M. SALAZAR, CE, MPA, REA</b> PG Asst. Dept. Head
Provincial Health Office	:	<b>DR. ELEANOR H. SALVA, MD, MCH, Ed.D.</b> Provincial Health Officer I
Provincial Social Welfare and Development Office	:	<b>ROSALINDA O. RAPISTA, RSW, MPA</b> PG Asst. Dept. Head
Provincial Agriculturist's Office	:	<b>ENGR. HUMBER D. CABUNOC, RPAE, MBA</b> OIC- PG Assistant Dept. Head
Provincial Veterinarian's Office	:	<b>ANTONIETTA S. LERIO, RN, RA</b> Agriculturist I
Provincial Engineer's Office	:	<b>ENGR. JIVELYN B. CO, MPA</b> PG Asst. Dept. Head
		<b>EMMA T. PARAGUYA</b> Administrative Aide VI
Provincial Economic Enterprise Development Office Davao del Norte Hospital – Carmen Zone	:	<b>ROWENA P. BAHAGUE, MPA</b> Administrative Officer V
Davao del Norte Hospital – Kapalong Zone	:	<b>AREONITO L. LAMOSTE, MPA</b> Administrative Officer V
Davao del Norte Hospital -Island Garden City of Samal Zone:		<b>SERGIO G. BARDOS, RN, MAN, FPCHA</b> Administrative Officer V
Provincial Environment & Natural Resources Office:		<b>PRINCESS LYN N. VISTAL</b> Community Development Assistant I
Vice-Governor's Office	:	<b>MARY ANN V. CHENG, MPS</b> Private Secretary I
Office of the Secretary to the Sanggunian	:	<b>EDEN J. LUMBRE</b> PG Asst. Dept. Head
Sangguniang Panlalawigan Office	:	<b>DIONISIA J. DULAY, Ed. D.</b> Private Secretary I

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Section II. **FUNCTIONS.** The Human Resource Development Plan (HRDP) Team and Pool of Trainers shall perform the following functions:

1. Design the three-year Strategic Competency-Based HRD Plan for CY 2017-2019;
2. Administer competency-based learning needs assessment of PGDdN employees through following the phases of competency model development, competency profiling, competency profiling analysis and summary results of competency assessment;
3. Identify and prioritize learning and development gaps based on the competency assessment results and the consolidated Individual Development Plan (IDP);
4. Determine appropriate interventions not limited to training, formal studies and other traditional modes to address HRD gaps;
5. Determine detailed strategies and resources for HRD/LDI implementation plan/matrix;
6. Design mechanisms for the monitoring and evaluation of HRD Plan;
7. Create transition strategies for Risk Management and Communications planning;
8. Performs assigned roles and responsibilities in the design, execution, monitoring and evaluation of the HRD plan implementation;
9. Acts as Learning Facilitators/Resource Speakers during the conduct of learning and development interventions (LDIs);
10. Designs, facilitates, implements, delivers and evaluate learning and development interventions captured in the HRD Plan for CY 2017-2019 and other learning and development services; and
11. Performs other related functions assigned by the Governor.

Section III. **SECRETARIAT.** The Secretariat of the Human Resource Development (HRD) Core Team and Pool of Trainers shall be the Human Resource Development Division of the Provincial Human Resource Management Office.

Section IV. **EFFECTIVITY.** This order shall take effect immediately.

Issued at the Provincial Capitol, Government Center, Mankilam, Tagum City, Davao del Norte on this 5<sup>th</sup> day of August, 2016.

  
**ANTONIO RAFAEL G. DEL ROSARIO**  
Governor



Hon. Anthony G. del Rosario  
Governor, Davao del Norte

