



OFFICE ORDER NO. 001

Series of 2022

In the interest of the service, the following committees with corresponding composition are hereby created as follows:

HUMAN RESOURCE MERIT AND PROMOTION SELECTION BOARD (HRMPSB)		
<i>NWPC</i>		
COMPOSITION		
Chairperson	Executive Director IV	
Alternate Chairperson	Deputy Executive Director for Management Support Service	
Members	Director II, PRS	
	Director II, MSS	
	Director II, TS	
	Chief, Administrative Division	
Employee Association Representative		
Second Level:	Michelle Irish D. Mackay	Regular
	Francis Michael Atangan	Alternate
First Level:	Riza D. Magdamit	Regular
	Romeo E. Paleza	Alternate
Secretariat	Human Resource Management Officer (HRMO) / AD	

Pursuant to Section 88, Rule IX of the 2017 CSC Omnibus Rules on Appointments and other Human Resource Actions, the EA representatives (for both NWPC and RTWPBs) shall serve for a term of two (2) years.

<i>RTWPB - For positions with SG-22 and up</i>	
Chairperson	Board Chairperson
Members	Board Secretary V
	HRMO/Personnel Officer designate
	One (1) Employee Representative

<i>RTWPB - For positions below SG-22</i>	
Chairperson	Board Secretary VI
Members	Attorney IV / Supervising LEO
	HRMO/Personnel Officer designate
	One (1) Employee Representative

Another employee shall be designated as secretariat. However, in case of insufficiency of staff to act as secretariat, the Board may request assistance from NWPC.

PERSONNEL DEVELOPMENT COMMITTEE (PDC)		
<u>NWPC</u>		
COMPOSITION		
Chairperson	Director II, TS	
Alternate Chairperson	Director II, MSS	
Member:	Chief, AD	
Employee Association Representative		
Second Level:	Francis Michael G. Atangan	Regular
	Maureen Mae L. Sajise	Alternate
First Level:	Almayne C. Abastillas	Regular
	Marissa Cristino	Alternate
Secretariat	Supervising Admin. Officer, AD	

<u>RTWPB</u>	
Chairperson	Board Secretary VI
Members	One (1) Supervisor
	One (1) Employee Association Representative

All PDC-recommended local trainings shall be approved by their respective Board Chairpersons. However, trainings conducted outside their regions must seek travel approval from the Executive Director. For foreign training/scholarship, the RB PDC's recommendation shall go thru the NWPC PDC for re-evaluation and endorsement to the approving authority, the Executive Director.

GRIEVANCE COMMITTEE	
<u>NWPC</u>	
COMPOSITION	
Chairperson	Deputy Executive Director for Wages and Productivity
Members	Director II for Policy and Research Service
	Director II for Management and Support Service (Alternate)
	Employee Association Representative
	Michelle Irish D. Mackay -Regular
	Christopher Rodriguez
Secretariat	Review, Appeals and Legal Division

<u>RTWPB</u>	
Chairperson	Board Secretary VI
Members	One (1) Supervisor
	One (1) Employee Association Representative

PROGRAM ON REWARDS, AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE		
<u>NWPC</u>		
COMPOSITION		
Chairperson	Deputy Executive Director, MSS	
Alternate Chairperson	Director II, MSS	
Members	Chief, Administrative Division	
	Chief, Financial and Management Division	
	Chief, Planning and Information Division	
Employee Association Representative		
Second Level:	Phyllis G. Dela Rosa	Regular
	Terence Joy A. Amores	Alternate
First Level:	Reena Cervantes	Regular
	Calvin Nico Pena	Alternate
Secretariat	Administrative Division	

<u>RTWPB</u>		
Chairperson	Board Secretary VI	
Members	Administrative Officer-designate	
	Two (2) Regional Board Employee Association Representative	

PERFORMANCE MANAGEMENT COMMITTEE		
A. Agency Performance Management Team		
COMPOSITION		
Chairperson	Deputy Executive Director, MSS	
Vice-Chairperson	Deputy Executive Director, WP	
Members	Director II, PRS	
	Director II, MSS	
	Director II, TS	
	Division Chief, AD	
	Division Chief, FMD	
	Division Chief, PID	
	Division Chief, PPRD	
	Division Chief, RALD	
	Division Chief, TTSD	
	Division Chief, WPRD	
Employee Association Representative	Michelle Irish D. Mackay – Regular Christopher F. Rodriguez - Alternate	
Secretariat	AD/PID	

B. Office Level (Department) Performance Management Team	
Members	Director II, PRS
	Director II, MSS
	Director II, TS
	Division Chief, AD
	Division Chief, FMD
	Division Chief, PID
	Division Chief, PPRD
	Division Chief, RALD
	Division Chief, TTSD
	Division Chief, WPRD
Secretariat	Staff of respective Department/Division (as may be assigned)

C. RTWPB Level Performance Management Team	
Chairperson	Board Chairperson
Vice-Chairperson	Board Secretary VI
Members	Personnel Officer designate
	Employee Association Representative
Secretariat	HRMO designate

D. Performance Validation Team	
Chairperson	Division Chief, AD
Members	Division Chief, FMD
	Division Chief, PID
	Division Chief, PPRD
	Division Chief, RALD
	Division Chief, TTSD
	Division Chief, WPRD
	RTWPB-NCR Board Secretary VI
Employee Association Representative	Christopher F. Rodriguez – Regular
	Joan Angelica O. Endencia - Alternate
Secretariat	AD/PID

BIDS AND AWARDS COMMITTEE (BAC)	
COMPOSITION	
Chairperson	Director II for Policy and Research Service
Vice-Chairperson	Chief, Review, Appeals and Legal Division
Members	Chief, Training and Technical Services Division
	Chief, Wage Policy and Research Division
	Chief, Planning and Information Division
Alternate Members	Chief, Productivity Policy and Research Division
Secretariat	Administrative Division

Technical Working Group	
Head	Atty. Hency Tanbengco
Members	April Jamaica Joie S. Estoque Alexes P. Fabunan John Rowen Rubite

TECHNICAL PROPERTY INSPECTION COMMITTEE	
COMPOSITION	
Chairperson	Rosanna L. dela Cruz
Vice-Chairperson	Francisca C. Guña
Members	Edward Madali Maria Corazon P. Caritativo
Alternate Members	Andrew P. de Guia Mildred V. Morales
	Chief of requesting division/s or authorized representative/s (not lower than Senior staff)
	<u>For motor vehicles</u>
Member	Rodrigo Parallag - Regular Carmelo Cruz - Alternate

RECORDS MANAGEMENT AND DISPOSAL COMMITTEE (RMDC)	
COMPOSITION	
Chairperson	Chief, Administrative Division
Vice-Chairperson	Chief, Planning and Information Division
Members	Representatives from the Offices of the Directors Chief, Financial and Management Division Chief, Training and Technical Services Division Chief, Review, Appeals and Legal Division Chief, Productivity Policy and Research Division Chief, Wages Policy and Research Division
Secretariat	Records Officer, Administrative Division
Secretariat	Designated Records personnel of all Divisions

INVENTORY and DISPOSAL COMMITTEE	
COMPOSITION	
Chairperson	Deputy Executive Director for Management Support Service Director II, MSS (Alternate)
Members	Chief, Administrative Division

	Chief, Planning and Information Division
	Supply Officer, Administrative Division
	Head, Internal Quality Auditor (IQA)
	COA Resident Auditor or his/her representatives

SALN REVIEW AND COMPLIANCE COMMITTEE	
COMPOSITION	
Chairperson	Chief, Administrative Division
Members	Human Resource Management Officer / Designate Representative, Review Appeals and Legal Division

GODP/7S COMMITTEE	
COMPOSITION	
Chairperson	Deputy Executive Director for Management Support Service Director II, TS (Alternate)
Members	Chief, Training and Technical Services Division Employee Association Representative: Loraine Cerillo – Regular April Jamaica Joie S. Estoque - Alternate
Sub-Committees	
a. Planning and Documentation Sub-Committee	Andrew P. de Guia -Lead Franz Allan A. Visitacion
b. Education and Promotion Sub-Committee	Julie Llorente -Lead John Rowen S. Rubite
c. Monitoring/Evaluation Sub-Committee	Maria Rosa Opis- Lead One (1) representative per division
d. Rewards and Incentives Sub-Committee	Editha M. Saus - Lead Christopher F. Rodriguez Jenecis Casimiro

GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM	
Chairperson	Executive Director IV
Members	Deputy Executive Director for Wages and Productivity Deputy Executive Director for Mgt. Support Service
Technical Working Group	
Co-Chairpersons	Director II per Department
Members	All Division Chiefs All Board Secretaries of RTWPBs

Focal Persons	Alexandra Jessica Rosel
	Julianne Blair Coco
SAFETY COMMITTEE	
COMPOSITION	
Chairperson	Chief, Administrative Division
a. Preventive Sub-Committee	
Members	Clodualdo F. Milo, Jr.
	Calvin Nico Pena
b. Health Sub-Committee	
Members	Christopher F. Rodriguez
	John Rowen S. Rubite
c. Disasters Sub-Committee	
Members	Andrew P. de Guia
	Mark Leroy Arpon

OFFICE UNIFORM COMMITTEE	
COMPOSITION	
Chairperson	Chief, Administrative Division
Members:	Chief, Financial and Management Division
	Chief, Planning and Information Division
	Board Secretary VI, RTWPB-NCR
	Employee Association Representatives:
	Enrique R. Reyes
	Zulaizah Genesis M. Lahan

DATA PROTECTION COMMITTEE	
COMPOSITION	
Data Protection Officers	
Lead	Elvira P. Jota
Members	Chief, Administrative Division
	Chief, Planning and Information Division
	Alexis P. Fabunan (PID)
Data Breach Response Team	
Lead	Chief, Review, Appeals and Legal Division
Members	Computer Programmer III, PID
	Website Administrator-designate

SPORTS COMMITTEE	
COMPOSITION	
Chairperson	Kristoffer Robin S. Resurreccion
Members	Crisanto Razon
	Mark Leroy Arpon

QUALITY MANAGEMENT COMMITTEE	
COMPOSITION	
Chairperson	Director II for Technical Service
Vice-Chairperson:	Director II for Management and Support Service
a. Document Control Custodian (DCC)	
Head	Donnabeth D. Yodico
Assistant Head	Maureen Mae L. Sajise
Members	Andrew P. de Guia (AD)
	Francisca C. Guña (FMD)
	Kristoffer Robin S. Resurreccion (PID)
	John Rowen S. Rubite (PPRD)
	Terence Joy O. Amores (TTSD)
	Franz Allan A. Visitacion (WPRD)
	Phyllis G. dela Rosa (RALD)
b. Training Team	
Head	Julie C. Llorente
Members	Francis Atangan
	Maureen Mae L. Sajise
c. Internal Quality Audit Team	
Team Leader	Lourdes M. Secillano
Members	April Joie Jamaica Estoque
	Loraine D. Cerillo
	Joan Angelica O. Endencia
	Franz Allan Visitacion
	Francisca C. Guña
	Charmaine Rose Ann D. Jamito
	Zulaizah Genesis M. Lahan
	Michelle Irish D. Mackay
	Maria Rosa D. Opis
	Enrique P. Reyes
	Maureen Mae L. Sajise
	Editha M. Saus
	Donnabeth D. Yodico
	Almayne Abastillas
	All IQA auditors from RBs
d. Designated Process Owners	Concerned Division Chiefs

ASSOCIATION MANAGEMENT CONSULTATIVE COUNCIL (AMCC)	
COMPOSITION	
Chairperson	Chief, Review, Appeals and Legal Division
Management Representative	Chief, Financial and Management Division.
	Chief, Administrative Division

Employee Association Rep.	Rosanna L. dela Cruz
	Zulaizah Genecis Lahan
	Alexa Jessica Rosel
Secretariat	Administrative Division

ADMINISTRATIVE COMPLAINTS COMMITTEE	
COMPOSITION	
Chairperson	Director II, Management Support Service
Alternate Chairperson	Director II, Policy Research Service
Members	Atty. IV, RALD
	Supervising Administrative Officer, AD
	Senior Labor and Employment Officer, WPRD
	HR personnel

Pursuant to Rule 3 (Complaint), Section 17 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), the CDI shall perform the following functions:

1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment

RATIONALIZATION PLAN REVIEW COMMITTEE	
COMPOSITION	
Chairperson	Director II, MSS
Co-Chairperson	Director II, TS
Members	All Division Chiefs
	Employee Association Representative
	Phyllis G. dela Rosa - Regular
	Charmaine Rose Jamito - Alternate
Secretariat	AD / FMD

COMMITTEE FOR SERVICE PROVIDERS	
COMPOSITION	
Chairperson	Director II for Management Support Service
Co-Chairperson	Director II for Technical Service
Members	Concerned Program Manager
	Employee Association Representative

SEARCH COMMITTEE FOR OFFICE BUILDING PROCUREMENT	
COMPOSITION	
Chairperson	Chief, Administrative Division
Members	Attorney V, Review, Appeals and Legal Division
	Chief, Financial and Management Division
	Chief, Planning and Information Division
	Chief, Training and Technical Services Division
	Chief, Wages Policy and Research Division
	Board Secretary VI, RTWPB-NCR
	Employee Association Representative Michelle Irish Mackay
<u>Office Building Search Committee</u>	
Members	Andrew P. de Guia /Sarahata Salacop- AD
	Alexis P. Fabunan / Clodualdo F. Milo, Jr. - PID
	Enrique P. Reyes - TTSD
	Mery Grace Bueta - NWPC Employees' Association

The committees shall establish their own internal procedures and strategies using as guidance the policies set by the Civil Service Commission, Department of Budget and Management, Commission on Audit, and Department of Labor and Employment.

The above-mentioned officers and members shall serve until the issuance of a new office order and shall perform the duties and responsibilities under existing law, CSC rules and regulations, DOLE and NWPC issuances.

For compliance.

Manila, 06 January 2022.


MARIA CRISELDA R. SY
 Executive Director IV

