



**OFFICE ORDER NO. 03**  
 Series of 2025

**NWPC and RTWPB Committees for Calendar Year 2025**

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)**

**NWPC**

**Chairperson:**

Salary Grade 22 & above: Executive Director  
 Salary Grade 21 & below: Deputy Executive Director, MSS

**Alternate Chairperson:**

Salary Grade 22 & above: Deputy Executive Director, MSS  
 Salary Grade 21 & below: Director II, MSS

**Members:**

Regular: Department Head where the vacancy exists  
 Alternate: Division Chief in the Department where the vacancy exists

Regular: Division Chief where the vacancy exists  
 Alternate: Supervising Officer where the vacancy exists

Regular: Division Chief, AD  
 Alternate: Supervising Officer, AD  
 Employees' Association (EA) Representatives

Regular – Second Level: EA President

Alternate – Second Level: EA Treasurer

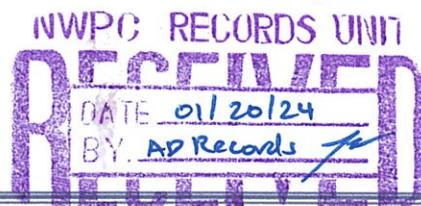
Regular – First Level: Riza D. Magdamit

Alternate – First Level: Romeo E. Paleza

Regular: Human Resource Management Officer III

**Observer:** GAD Focal Person  
 Planning Officer III - Regular  
 Budget Officer III - Alternate

**Secretariat:** Human Resource Management Staff



**RTWPB**

Chairperson:	Board Chairperson
Members:	Board Secretary VI HRMO/Personnel Officer designate Employees' Association Representative

The HRMPSB is responsible for overseeing the NWPC Recruitment, Selection and Placement (RSP) process. The Board shall primarily be responsible for assisting the Appointing Authority in the judicious and objective selection of candidates in the NWPC in accordance with the CSC-approved Merit Selection and Promotion Plan (MSPP).

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.

The GAD Focal person, as an observer, shall ensure that the HRMPSB adheres to existing general policy on the Equal Employment Opportunity Principle (EEO). The Board shall base its decisions on the agency's needs, job and competency requirements, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status.

For RTWPB, another employee shall be designated as the secretariat. In case staff are insufficient to act as secretariat, the Board may request assistance from NWPC.

**PERSONNEL DEVELOPMENT COMMITTEE (PDC)**

**NWPC**

Chairperson:	Director II, MSS
Alternate Chairperson:	Director II, TS
Members:	Division Chief, AD - Regular Supervising Officer, AD - Alternate
Employees' Association Representatives:	
Second Level:	EA Secretary - Regular EA Auditor - Alternate
First Level:	Evangeline T. Madali - Regular Marissa C. Cristino - Alternate
Secretariat:	Administrative Division Staff

**RTWPB**

Chairperson:	Board Secretary VI
Members:	Supervising LEO Employees' Association Representative

All PDC-recommended local training, including those conducted outside their regions, shall be approved by the Executive Director. For foreign training/scholarship, the RTWPB PDC's recommendation shall go through the NWPC PDC for re-evaluation and endorsement to the approving authority based on DOLE Administrative Order No. 39 s.2023.

### **GRIEVANCE COMMITTEE**

#### **NWPC**

Chairperson: Deputy Executive Director, WP  
Alternate Chairperson: Director II, PRS  
Members: Division Chief, TTSD  
Division Chief, AD  
Division Chief, WPRD  
Employee Association Representatives:  
EA President - Regular  
EA Public Relations Officer - Alternate  
Secretariat: Review, Appeals and Legal Division

#### **RTWPB**

Chairperson: Board Secretary VI  
Members: Supervising LEO  
Employees' Association Representative  
Secretariat: Attorney IV

### **PROGRAM ON REWARDS, AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) COMMITTEE**

#### **NWPC**

Chairperson: Director II, MSS  
Members: Division Chief, PID  
Division Chief, TTSD  
Division Chief, PPRD  
Employees' Association Representatives:  
Second Level: EA Auditor – Regular  
EA Vice-President - Alternate  
First Level: Riza D. Magdamit - Regular  
Aslima Guro - Alternate  
Secretariat: Human Resource Management Unit Staff

#### **RTWPB**

Chairperson: Board Secretary VI  
Members: Administrative Officer – HR designate

## PERFORMANCE MANAGEMENT COMMITTEE

### **A. Agency Performance Management Team**

Chairperson: Deputy Executive Director, MSS  
Vice-Chairperson: Deputy Executive Director, WP  
Members: All Directors II  
All Division Chiefs  
Employee Association Representatives:  
EA President - Regular  
EA Secretary - Alternate  
Secretariat: Administrative Officer-AD/PID staff

### **B. Office Level (Department) Performance Management Team**

Lead: Respective Director II (PRS, TS, MSS)  
Members: MSS - Division Chief of AD and FMD  
TS - Division Chief of PID and TTSD  
PRS - Division Chief of PPRD, WPRD, RALD  
Secretariat: Assigned staff of respective Department/Division

### **C. RTWPB Level Performance Management Team**

Chairperson: Board Chairperson  
Vice-Chairperson: Board Secretary VI  
Members: Personnel Officer designates  
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  
Employees' Association Representatives:  
EA Public Relations Officer - Regular  
EA Secretary - Alternate  
Secretariat: Administrative Officer-AD/PID staff

## **BIDS AND AWARDS COMMITTEE (BAC)**

Chairperson: Director II, PRS  
Vice-Chairperson: Division Chief, RALD  
Members: Division Chief, TTSD  
Division Chief, AD  
Division Chief, PID  
Alternate Members: Division Chief, PPRD  
Division Chief, WPRD  
Secretariat: Head, Procurement Unit

### ***Technical Working Group***

Head: Charmaine Rose Ann S. Jamito, RALD  
Members: Alexis P. Fabunan, PID  
John Rowen S. Rubite, FMD  
Franz Allan Visitacion, WPRD  
Alternate Members: Joan Angelica Endencia, PPRD  
Clodualdo F. Milo, Jr., PID  
Secretariat: - Evangeline T. Madali, AD

## **TECHNICAL PROPERTY INSPECTION COMMITTEE**

Chairperson: Rosanna L. Dela Cruz  
Vice-Chairperson: Dalisay P. Moog  
Members: Edward Lyndon M. Madali  
Kristoffer Robin S. Resurreccion  
Alternate Members: Andrew P. de Guia  
Mildred V. Morales

### **For motor vehicles**

Members: Rodrigo T. Parallag - Regular  
Carmelo V. Cruz - Alternate

## **RECORDS MANAGEMENT AND DISPOSAL COMMITTEE (RMDC)**

Chairperson: Director II, MSS  
Members: Division Chief, AD  
Division Chief, PID  
Division Chief, FMD  
Division Chief, TTSD  
Division Chief, RALD  
Division Chief, PPRD  
Division Chief, WPRD  
Representatives from the Offices of the Directors  
Secretariat: Records Officer, AD  
Designated Records personnel of all Divisions

### **INVENTORY and DISPOSAL COMMITTEE**

Chairperson: Director II, MSS  
Members: Division Chief, AD  
Division Chief, FMD  
Internal Auditor (IQA)  
Observer: COA Resident Auditor or his/her representatives  
Secretariat: Designated Supply Officer

### **SALN REVIEW AND COMPLIANCE COMMITTEE**

Chairperson: Division Chief, AD  
Members: Division Chief, RALD  
Human Resource Management Officer / Designate  
Employees' Association Auditor

### **GREEN OUR DOLE PROGRAM/7S COMMITTEE**

Chairperson: Director II, TS  
Members: Division Chief, TTSD  
Employees' Association Representatives:  
- EA Treasurer - Regular  
EA Secretary – Alternate

#### **Sub-Committees**

- |  |  |
|--|--|
| <i>a. Planning and Documentation Committee</i> | Andrew P. de Guia - Lead<br>Franz Allan A. Visitacion            |
| <i>b. Education and Promotion Committee</i>    | John Christopher Lapiz- Lead<br>Zulaizah Genesis M. Lahan        |
| <i>c. Monitoring/Evaluation Committee</i>      | Maria Rosa D. Opis - Lead<br>One (1) representative per division |
| <i>d. Rewards and Incentives Committee</i>     | April Jamaica Joie S. Estoque – Lead<br>Christopher F. Rodriguez |

### **GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM**

#### **Executive Committee**

Chairperson: Executive Director IV  
Members: Deputy Executive Director, WP  
Deputy Executive Director, MSS

#### **Technical Working Group – Central Office**

Chairpersons: Director II, Technical Service  
Co-Chairpersons: Director II, Policy Research Service  
Director II, Management and Support Service

Members: All Division Chiefs  
Employee Association Vice-President

GAD Focal Persons: Kristoffer Robin Resurrecion, AD  
Dalisay P. Moog, FMD  
Andrew P. De Guia, PID  
Camille Estanislao, PPRD  
Charmaine Rose Anne S. Jamito, RALD  
Mark Leroy Arpon, TTSD  
Sarah D. Mesina, WPRD

**Technical Working Group – Regional Boards**

Chairperson: Board Secretary VI

Members: Regional GAD Focal Person  
RB Employees’ Association Representative

The GFPS Chairperson or Head of Agency shall:

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
2. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

The duties and functions of the FPS shall be in accordance with the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 issued on October 21, 2011.

**SAFETY COMMITTEE**

Chairperson: Director II, MSS

Vice-Chairperson: Division Chief, AD

Members:

**a. Preventive Committee** Andrew P. de Guia  
Clodualdo F. Milo, Jr.

**b. Health Committee** Dalisay P. Moog  
Camille Estanislao

**c. Disasters Sub-Committee** Crestilo P. Caramillo  
Gio Luis A. Banhao  
Clyde M. Bulan  
Rodrigo T. Parallag

## OFFICE UNIFORM COMMITTEE

Chairperson: Division Chief, PPRD  
Members: Division Chief, AD  
Division Chief, FMD  
Board Secretary VI, RTWPB-NCR  
Employees' Association Representatives:  
EA Treasurer  
EA Secretary

## DATA PROTECTION COMMITTEE

### *Data Protection Officers*

Lead: Director II, TS  
Members: Division Chief, AD  
Division Chief, PID  
ITO II, PID

### *Data Breach Response Team*

Lead: Division Chief, RALD  
Members: Computer Programmer III, PID  
Website Administrator – designate

## SPORTS COMMITTEE

Chairperson: Jose Mari A. Laxa  
Members: Henry M. Kakazu  
Christine C. Barbosa  
Angielyn L. Caro

## QUALITY MANAGEMENT COMMITTEE

Chairperson: Deputy Executive Director, MSS  
Audit Manager: Director II, MSS

**a. Document Control Custodian (DCC)**

Head: Donnabeth D. Yodico  
Assistant Head: Zulaizah Genesis M. Lahan  
Members (Division DCC): Kristoffer Robin S. Resurreccion, AD  
Dalisay P. Moog, FMD  
Andrew P. de Guia, PID  
Almayne C. Abastillas, PPRD  
Mark Leroy Arpon, TTSD  
Franz Allan A. Visitacion, WPRD  
Charmaine Rose Anne S. Jamito, RALD

**b. Training Team**

Head: Amelia C. Kakazu  
Members: Reena May C. Ibanez

Terence Joy O. Amores

**c. Internal Quality Audit Team**

Team Leader: John Rowen S. Rubite  
Assistant Team Leader: April Jamaica Joie S. Estoque

Members: Mildred V. Morales  
Joan Angelica O. Endencia  
Franz Allan A. Visitacion  
Francis Michael G. Atangan  
Charmaine Rose Anne S. Jamito  
Zulaizah Genesis M. Lahan  
Enrique P. Reyes  
Maria Rosa D. Opis  
Dalisay P. Moog  
Donnabeth D. Yodico  
Almayne C. Abastillas  
Reinalyn D. Villano  
Marissa C. Cristino  
Reena May C. Ibanez  
RTWPB Internal Auditors

**d. Process Owners** – Concerned Division Chiefs/Unit Heads/Focal Persons

**ASSOCIATION MANAGEMENT CONSULTATIVE COUNCIL (AMCC)**

Chairperson: Division Chief, RALD  
Management Rep: Division Chief, FMD  
Division Chief, PID  
Employees' Association Representative:  
Employee Association President  
Rosanna L. dela Cruz  
Zulaizah Genecis M. Lahan  
Secretariat: Administrative Officer, AD

**COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

Chairperson: Director II, PRS  
Vice Chairperson: Director II, MSS  
Members: Attorney V, RALD  
Employees' Association Representative:  
1<sup>st</sup> Level – Carmelinda M. Baccay  
2<sup>nd</sup> Level – Atty. Queen Therese Espinas

Pursuant to Rule 3 (Complaint), Section 17 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS), the CODI 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.

**INTERNAL RESTRUCTURING COMMITTEE**

Chairperson: Deputy Executive Director, MSS  
 Vice Chairperson: Deputy Executive Director, WP  
 Members: All Directors II  
 All Division Chiefs  
 Employees' Association President  
 Secretariat: Kristoffer Robin S. Resurreccion

**NWPC COMMITTEE ON ANTI-RED TAPE (CART)**

Chairperson: Executive Director  
 Vice-Chairpersons: Deputy Executive Director, WP  
 Deputy Executive Director, MSS  
 Members: Director II, PRS  
 Director II, TS  
 Director II, MSS  
 Division Chief, PID  
 Division Chief, AD  
 Employees' Association President  
 Secretariat: Administrative Officer V, AD  
 Focal Person: NWPC – Division Chief, RALD  
 Regional Tripartite Wages and Productivity Boards (RTWPBs) – Board Secretaries

**RTWPB's COMMITTEE ON ANTI-RED TAPE (CART)**

Chairperson: Board Chairperson  
 Vice-Chairperson: Board Secretary  
 Members: Supervising LEO

Pursuant to Anti-Red Tape Authority Memorandum Circular No. 2020-07 as amended by MC No. 2023-08, the CART shall ensure that NWPC/RTWPB shall comply with the requirements of R.A. No. 11032 and its IRR and subsequent issuance by the authority, as may be applicable.

## **NWPC SERVICE QUALITY IMPROVEMENT TEAM (NWPC-SQIT)**

Chairperson: Director II, TS  
Vice-Chairperson: Division Chief, PID  
Focal Persons: Kristoffer Robin S. Resurreccion, AD  
Angielyn L. Caro, FMD  
Edward Lyndon M. Madali, PID  
Joan Angelica O. Endencia, PPRD  
Juan Nicko L. Suarez, RALD  
Enrique P. Reyes Jr, TTSD  
Mildred V. Morales, WPRD

The NWPC-SQIT shall be responsible for the implementation and management of the Service Quality Improvement Program (SQIP) of the Innovation efforts and Digital Reinvention Projects of the Commission in collaboration with the Regional Tripartite Wages and Productivity Boards (RTWPBs) towards efficient delivery of public services and optimization of organizational performance.

## **COMMITTEE FOR SERVICE PROVIDERS**

Chairperson: Director II, MSS  
Members: Concerned Program Manager (Division Chief)  
- Supply Officer  
Employees' Association President

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, 20 January 2025.

  
**MARIA CRISELDA R. SY**  
Executive Director IV