



Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
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AFD-HRMS-MO-23-07-01

MEMORANDUM ORDER

No. 06
Series of 2023

**SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 17, SERIES OF 2020
RE: CREATION OF BAFE SCHOLARSHIP COMMITTEE**

In the interest of the service, and in accordance with the Department Memorandum Order No. 31, s. 2021 that aims to ensure a uniform application of policies and procedures in the availment of scholarship programs, trainings, seminars, workshops, conferences, conventions and study leaves of all Offices under the Department of Agriculture, BAFE Special Order No. 17, s. 2020 and Special Order No. 25, s. 2023 are hereby amended*to wit:

1. Rename the BAFE Scholarship Committee to BAFE Human Resource Development Committee (HRDC);
2. Adopt the Prescribed Guidelines, Policies and Procedures for the application to local and foreign scholarships, availment of study leave, and attendance to training, seminar, conference and convention.

The HRDC shall be composed of the following:

Chairperson	:	Assistant Director
Vice-Chairperson	:	Chief, Administrative and Finance Division
Members	:	Chief, EPDSD
	:	Chief, SRED
	:	Chief, PPM
	:	BAFEEA Representative
Secretariat	:	Ms. Anna Rica P. Abayon
	:	Shaira Shane M. Manauis
	:	Michaela Angela L. Rellosa

The Committee shall have the following functions:

1. Formulate and implement the Human Resource Development Plan for BAFE personnel;
2. Recommend to the management a Learning and Development Policy enhancement or issuance of new guidelines, as may be necessary;
3. Develop guidelines for the selection of BAFE personnel as nominees to training, seminar, study leave and scholarship programs in accordance with existing Civil Service rules and regulations;
4. Define duties and responsibilities of the Agency's nominees to scholarships and training programs, and incorporate them in the guidelines;



5. Conduct screening and evaluation of applicants for various scholarship and training programs;
6. Recommend the most qualified nominee/s for specific trainings, scholarships, and workshops to the Head of Agency in accordance with the Scholarship Guidelines; and
7. Render and submit Committee Accomplishment Report to the Head of Agency.

The Secretariat shall:

1. Advise the HRDC regarding applicant/candidate qualifications based on records;
2. Ensure that the approved guidelines and documented agreements are followed in the process of identifying recommendee/s to scholarship, training, etc.;
3. Coordinate and monitor the conduct of screening and evaluation of nominee/candidate;
4. Schedule, organize and arrange all meetings and other activities of HRDC;
5. Prepare and disseminate Notice of Meeting (NOM), Minutes of the Meeting (MOM), proceeding/s and deliberation/s, as well as Committee Accomplishment Report and other administrative report/s;
6. Consolidate applications and documentary require for screening and evaluation of the Committee;
7. Provide HR with records of nominee/s and invitation/s;
8. Coordinate with local institutions and inquire for available local and/or foreign training and scholarship programs, and seek clarification whenever necessary;
9. Submit to the HRDC pressing issues and concerns for resolution;
10. Provide administrative support to the Committee; and
11. Perform other related functions as may be assigned by the Committee.

All expenses incurred by the BAFE HRDC shall be charged to the BAFE Funds, subject to the existing government accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and other issuance inconsistent herewith are deemed revoked.

Done this 3rd day of August 2023.



ENGR. ARIODEAR C. RICO
Director IV