

**DENR Administrative Order
No. 25
August 29, 1995**

**SUBJECT : Redefining the Functions of the Human Resources
Development Service (HRDS)**

Pursuant to Executive Order No. 192 dated 10 June 1987 and consistent with the Department's mandate to establish a sustainable human resource development systems/services that shall pursue the advancement of customer service orientation while promoting environmental protection and sustainable development, the functions and structure of the HRDS are hereby redefined as follows:

A. FUNCTIONS

The HRD Service shall perform the following functions:

1. Formulate and recommend policies on human resources development;
2. Conduct training needs assessment for the development of a client/service oriented human resources while promoting sustainable develop and environmental protection;
3. Design, implement and evaluate/monitors comprehensive Department-wide human resources development programs;
4. Develop, implement and evaluate/monitor research programs for the enhancement of the human resources development systems/practices in the department;
5. Provide resource materials and promote information exchange on human resources development services and provide up to date resource materials/information, particularly those useful for career direction and development of employees;
6. Develop training capabilities of professional technical personnel;
7. Enhance the management and executive capabilities of the Department;

8. Conduct personnel testing/interview for employment and promotion purposes;
9. Liaise with professional regulatory boards and professional associations dealing with environmental protection and natural resources management; and
10. Establish and maintain human resources development database containing skills inventory and list of competencies for all positions, inventory of current level of skills of all personnel and such other information which are necessary to achieve the development of human resources.

B. ORGANIZATIONAL STRUCTURE

To effectively carry out the above functions, the HRD Service shall be headed by a Director and assisted by three Divisions, namely: Management Development Division (MDD); Career Management Division (CMD); and Trainers Development Division (TDD).

1. The HRD Service Director

The HRD Service Director shall have the overall supervision of all programs and activities consistent with the foregoing HRDS functions. Likewise, he shall directly supervise the MDD, CMD, TDD, the Resource Center, the HRD Support Service Center and the DENR National Training Center in Carrangalan, Nueva Ecija.

The Resource Center shall develop and provide instructional and resource materials for the enhancement of HRD training programs; maintain the training equipment; develop and implement procedures to catalogue training and instructional materials; promote exchange of information regarding resource persons, experts and institutions for the various concerns in environmental protection and natural resources management; design and implement research for the enhancement of instructional materials and training presentation; perform other related functions that may be assigned to it.

The HRD Support Center shall provide assistance in carrying out the human resources development functions of the regional offices and other units of the Department; design and implement a comprehensive

evaluation system for training programs of the Department; and perform such other related functions that may be assigned to it by the HRDS Director.

2. The Management Development Division

The Management Development Division shall develop and recommend policies, plans and programs concerning effective management/ leadership; develop and implement needs assessment relative to executive and managerial capabilities; design, implement and monitor/evaluate human resources development interventions for the enhancement of management potentials; coordinate with the Career Executive Service Board and similar institutions; establish and maintain a database for executive and management development; conduct research to enhance management practices in the Department; and perform other related functions that may be assigned to it.

3. The Trainers Development Division.

The Trainers Development Division shall develop and recommend policies, plans and programs for training trainers of professional technical employees; assess the needs for developing professional technical trainers; design, implement and monitor trainers training and other human resources development interventions for other technical professional employees; establish and maintain a database for technical professional trainers; coordinate with the Civil Service Commission and other institutions in the development of professional technical trainers; liaise with the Professional Regulatory Commission (PRC) and professional associations and promote professional standards among professional technical trainers in the environment and natural resources sector; and perform such other related functions that may be assigned to it.

4. The Career Management Division

The Career Management Division shall develop and recommend guidelines, plans and programs for the identification, enhancement, posting and monitoring of appropriate personnel into suitable positions where they can perform better and contribute more effectively in the protection of the environment and management of natural resources; develop and recommend guidelines for manpower planning and determination of appropriate personnel complement for the Department; conduct testing for recruitment and promotion purposes; in coordination with Personnel Division establish and manage performance appraisal system; provide career counselling; establish and manage a Department-wide (foreign and local) scholarship

program; establish and maintain a database for the succession plan of every unit in the Department; conduct research to enhance career and succession planning practices in the Department; perform such other related functions that may be assigned to it.

5. DENR National Training Center

The DENR National Training Center at Carranglan, Nueva Ecija shall be maintained as a training facility for all types of training whenever appropriate under the supervision of the HRDS Director.

C. OTHER PROVISIONS

1. The development and enhancement of technical skills shall be performed in close coordination with the Sectoral Bureaus and the Regional Executive Directors. The Regional Executive Directors shall identify and define the technical development needs for personnel within their jurisdiction following the guidelines developed by the Sectoral Bureaus and the HRDS. The Sectoral Bureaus shall ensure that the technical skills and expertise are available.
2. The HRD Director is hereby instructed to prepare the staffing requirement in accordance with the above structure provided that no personnel shall be demoted in rank or salary and provided further that all personnel shall be given appropriate duties and responsibilities and nobody shall be displaced as a result hereof. Moreover, such staffing requirements shall entail no additional cost to DENR.

D. EFFECTIVITY

This Order hereby amends/repeals all Orders inconsistent herewith, and takes effect immediately.

VICTOR O. RAMOS
Secretary

Recommending Approval:

RAMON J.P. PAJE
Assistant Secretary
Management Services