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LEGAL SERVICE

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MEMORANDUM CIRCULAR

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**SUBJECT: HUMAN RESOURCE MANAGEMENT
AND DEVELOPMENT SERVICE**

In the exigency of the service and with the approval of the Executive Committee (EXECOM)¹, the Human Resource Management and Development Service (HRMDS) is hereby constituted from the Career Planning and Development Division and the Personnel Division of the Administrative Service.

The mandate of the HRMDS shall be as follows:

General Function:

The HRMDS is responsible for providing the Department with services relative to human resource management and development, such as personnel transactions, employees' welfare, and career planning and development, aimed at enhancing the competence of personnel towards ensuring productivity and quality of the service.

The Key Result Areas (KRAs) of the Service are: (a) personnel administration; (b) employee welfare promotion; and (c) career planning and development.

Specific Functions:

1. Formulate and recommend human resource management and development policies, plans, programs and standards for DSWD staff.
2. Plan and implement the human resource management and development program of the Department, which includes human resource planning, performance and appraisal, merit promotion and career planning.
3. Provide technical assistance/services on human resource management and development to DSWD Field Offices.
4. Undertake researches and studies on personnel administration, employee welfare, promotion, and career planning and development.

¹ The EXECOM in its meeting held on 18 November 2002 and 18 September 2003, unanimously agreed that there is an urgent need to constitute the Human Resource Management and Development Service (HRMDS) from the existing Career Planning and Development Division (CPDD) and the Personnel Division of the Administrative Service.

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5. Monitor the implementation of existing personnel and career development systems.
6. Maintain an up-to-date human resource information system for the Department.

The IHRMDS shall have two divisions, the Personnel Management Division and the Career Planning and Development Division, whose respective tasks shall be as follows:

Personnel Management Division – primarily responsible for the development and implementation of Organizational and Human Resource Management Programs

1. Formulate and recommend policies, programs, standards and guidelines on personnel transactions and employee welfare;
2. Advise management on personnel policies and administration;
3. Implement the personnel program for the Department, which includes recruitment, selection and placement, classification and pay personnel transaction, employee welfare and other fringe benefits;
4. Develop, maintain and implement the merit promotion plan for personnel;
5. Act on matters pertaining to personnel attendance, leave of absence, appointments, promotion, transfers and other personnel transactions;
6. Provide consultative and technical services on personnel matters to Regional Offices and other units at the Central Office;
7. Operate and maintain medical services to ensure workplace health and safety;
8. Maintain and update personnel records and databank;
9. Maintain effective liaison with other offices on personnel matters;
10. Monitor the implementation of existing personnel system of Field Offices; and
11. Perform such other related functions as may be provided by law/assigned.

Career Planning and Development Division – primarily responsible for the development and implementation of the Career Planning and Development Program of the Department.

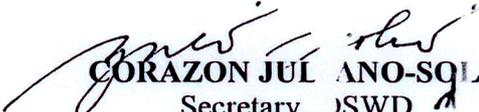
1. Review and recommend human resources management and career development policies, plans and programs for internal staff;
2. Implement the agency's performance management system and corresponding performance appraisal standards in collaboration with the Personnel management Division;

3. Design and develop career patterns and scheme for all levels of organic staff, for improved employee performance, *e.g.*, job rotation, reshuffling, team-building, work improvement teams, job coaching and career counseling;
4. Develop and implement local and foreign scholarship programs, to include resource generation for specialized trainings and scholarship opportunities;
5. Undertake continuing research and development studies to promote an updated and responsive human resource development activities for organic staff, *i.e.*, comprehensive training needs assessment of staff, and refer the same to the Social Welfare Institutional Development Bureau;
6. Provide technical assistance on human resource and career development to Field Offices; and
7. Maintain and operate the Department's Library where career resource and information corner is lodged.

As determined by the EXECOM, the unit is placed under the General Administration and Support Services Group (GASSG). An orderly transfer of accountabilities/responsibilities between the HRMDS and the Administrative Service shall be observed effective immediately. Corresponding adjustments in the operation of Field Office units/personnel performing functions related to personnel administration, employee welfare promotion, and career planning and development shall be made, consistent with this Order. Further, coordination shall be made with the Policy Planning and Information Systems Bureau (PPISB), to ensure smooth transition with regard to the Performance Management System of the Department.

This Order takes effect immediately, and supersedes previous issuances inconsistent herewith.

Issued in Quezon City, this 23rd day of September 2003.


CORAZON JULIANO-SOLIMAN
Secretary, OSWD

A CERTIFIED COPY:

RENATO F. GILERA
Records Officer III