



MAY 28 2025

DEPARTMENT ORDER)

NO. 95)

Series of 2025)
dw 5/30/2025

SUBJECT: Reconstitution of the Training Oversight Committee in the Central Office and Creation of Training Oversight Committee in the Regional Office of the Department

To ensure that the Department's training and development programs are aligned with its strategic goal and adhere to the requirements of Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the Training Oversight Committees for the Central Office and Regional Offices are hereby reconstituted and created, respectively, with the following compositions:

Central Office – Training Oversight Committee (CO-TOC)

Chairperson : Undersecretary for Support Services
Vice-Chairperson : Assistant Secretary for Support Services

Members : Assist. Secretary for Technical Services and Information Management Service
: Director, Human Resource and Administrative Service
: Director, Information Management Service
: Director, Planning Service
: Director, Bureau of Design
: Director, Finance Service
: Project Director, Representative of UPMO
: Regional Director, Representative of Regional Offices

Secretariat : Capacity Development Division (CDD), HRAS

The functions of the CO-TOC include, but are not limited to:

1. Identify and prioritize training needs and initiatives based on the results of the Learning Needs Assessment (LNA) and the Department's Strategic Plan;
2. Provide guidance in the planning and implementation of training programs and initiatives from a department-wide perspective;
3. Recommend approval of the training budget;
4. Review and recommend for approval the Central Office and Regional Office Training Calendar, Learning and Development Plan, Training Manual, as well as other training and development related activities, policies, and guidelines;
5. Review and recommend to the Secretary the approval of other special training requests not included in the approved CO and RO Training Calendar; and
6. Ensure compliance with PRIME-HRM guidelines and Department's training policies.

The CDD shall be the lead coordinator for all training and development activities, responsible for all preparatory activities and staff work required for CO-TOC action, such as logistical coordination, documentation, consolidation of reports, and provision of technical and administrative support to the committee.

Regional Office – Training Oversight Committee (RO-TOC)

Chairperson : Regional Director
Vice-Chairperson : Assistant Regional Director

Members : Chief, Administrative Division
: Chief, Finance Division
: Chief, Planning and Design Division
: Chief, Construction Division
: Chief, Maintenance Division
: Chief, Quality Assurance and Hydrology Division
: Chief, Equipment Management Division
: District Engineer, Representative of District Engineering Offices

Secretariat : Human Resource Development Section (HRDS), Administrative Division

The functions of the RO-TOC include, but are not limited to:

1. Implement the Learning Needs Assessment survey and other related procedures within the Regional Office and its District Engineering Offices;
2. Consolidate and review LNA results;
3. Prepare and submit the Regional Office Training Calendar to the CO-TOC for review and consolidation;
4. Recommend approval of the training budget;
5. Monitor the implementation of approved Regional Office Training Calendar; and
6. Ensure compliance with PRIME-HRM guidelines and Department's training policies.

The HRDS shall be the lead coordinator for all training and development activities, responsible for all preparatory activities and staff work required for RO-TOC action, such as logistical coordination, documentation, consolidation of reports, and provision of technical and administrative support to the committee.

The approved training budget shall not be used or realigned for other purposes. Priority shall not be given to any unprogrammed training without prior review and recommendation of the CO-TOC.

Training personnel from CDD-HRAS (Central Office) and HRDS-AD (Regional Office), Administrative Division in the (Regional Offices) must ensure that all training initiatives are covered by approved training calendar

This Order shall supersede Department Order No. 67, series of 2014 and shall take effect immediately.


MANUEL M. BONOAN
Secretary

