



Special Order
No. 1012
Series of 2023

SUBJECT : DESIGNATION OF HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD) PERSONNEL AS OFFICERS-IN-CHARGE AND FOCAL PERSON

For the efficient and continuous smooth functioning of the HRDD, the following personnel are hereby designated as follows:

NAME	DESIGNATION	FUNCTION
1. Mr. JOHN ROMMEL C. LOPEZ (Administrative Officer IV)	Acting Assistant Division Chief	<ul style="list-style-type: none"> Assist the Division Chief in the implementation of the Human Resource Development Division mandates, policies, programs, and Ad-Hoc functions.
2. Ms. CLOTILDE PAZ S. MAMON (Administrative Officer II)	Officer-In-Charge, Foreign Travel and Scholarship Section (FTSS)	<ul style="list-style-type: none"> Supervise the day-to-day activities of the Section; Represent the Department or attend in all scholarship-related meetings; and Supervise the database maintenance and updates on DA Scholars.
3. Mr. RONALD JAYSON I. PIRING (Administrative Officer II)	Officer-In-Charge, Learning and Research Development Section (LRDS)	<ul style="list-style-type: none"> Supervise the day-to-day activities of the Section; Coordinate with resource persons/speakers of the training of DA operating units; and Supervise the maintenance and updates of trainings undertaken and needs of DA employees.
4. Mr. JOHN BENEDICT N. CARPIO (Administrative Officer II)	Focal Person for DA Learning and Development Program	<ul style="list-style-type: none"> Coordinate the In-House Training Programs with concerned DA Offices; Facilitate all external training programs; and Maintain and update database of trainings undertaken and training needs.
5. Mr. RONALD C. TAPIA (Administrative Assistant II)	Focal Person for DA Scholarship Program	<ul style="list-style-type: none"> Coordinate with various implementing agencies/institutions for foreign and local scholarship programs; and Maintain and update database of DA Scholars.

6. Ms. SCILLA H. LEGASPI (Administrative Officer V)	Focal Person for DA ISO 9001:2015 Quality Management Systems	<ul style="list-style-type: none"> • Coordinate with members of the ISO Committee and TWGs re: ISO Concerns; and • Provide technical assistance in the two Ad-Hoc Sections of the Human Resource Development Division.
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All expenses that may be incurred in the performance of their duties and responsibilities such as travelling, per diem, and other incidental expenses shall be charged against the funds of DA-OSEC, and other available funds, subject to the usual government accounting auditing rules and regulations.

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

Done this 18th day of August 2023.

DOMINGO F. PANGANIBAN
 Senior Undersecretary



DA-CO-AS-SO20230808-00179

