



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 93

Series of 2026

AN ORDER REORGANIZING THE LEARNING AND DEVELOPMENT COMMITTEE (LDC) OF THE MUNICIPALITY OF BAYAMBANG, PANGASINAN

WHEREAS, it is the policy of the government to organize a Learning and Development Committee which shall look into the career and personnel development of employees at all levels;

WHEREAS, pursuant to Section 31, Book V of Executive Order 292 and Memorandum Circular No. 43, series of 1993 of the Civil Service Commission, agencies are enjoined to provide for a career development plan which shall include, among others, in-service training, local scholarships and training grants to officials and employees of the government;

WHEREAS, as provided in the above issuance, selection and attendance at trainings, conventions, conferences, symposia and the like shall be passed through the Learning & Development Committee (LDC) for screening and evaluation of proposed participants as training needs and services requirement of the office or agency;

WHEREAS, there is a need to reorganize the Learning and Development Committee to update its membership and functions, and to ensure the continuous and effective delivery of services in the Municipality of Bayambang, Pangasinan;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, by virtue of the powers vested upon me by the law as the duly elected Mayor of Bayambang, Pangasinan, do hereby create the Learning & Development Committee of the Municipality of Bayambang as follows:

SECTION 1. COMPOSITION: The Learning and Development Committee (LDC) shall be composed of the following:

- CHAIRPERSON** : **MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**
Municipal Mayor
- CO-CHAIRPERSON** : **ATTY. RODELYNN RAJINI SAGARINO-VIDAD**
Municipal Administrator
- VICE CHAIRPERSON** : **ATTY. MELINDA ROSE R. FERNANDEZ**
MGDH-I (HRMO)
- MEMBERS** : **ENP. RYAN JAMES NICOLAI L. DIZON**
Municipal Planning and Development Officer
- MARIE CHRISTINE V. BAUTISTA**
Municipal Budget Officer

"Baley ko, Pawilen ko, Aroen ko, tan Tulungan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS
April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M
April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bani, Bayambang
Pangasinan, Philippines

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FLEXNER M. DE VERA
Municipal Accounting Officer

NORA R. ZAFRA
MGDH I (HRMO)

ALL DEPARTMENT/ UNIT HEADS

FIRST LEVEL EMPLOYEES

SECOND LEVEL EMPLOYEES

SECRETARIAT : HUMAN RESOURCE AND MANAGEMENT OFFICE

Section 2. FUNCTIONS AND RESPONSIBILITIES: The following are the roles with the corresponding functions and responsibilities directly related to the Learning and Development of the Municipality of Bayambang.

ROLES	FUNCTIONS & RESPONSIBILITIES
HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO Municipal Mayor (Chairperson) ATTY. RODELYNN RAJINI SAGARINO-VIDAD Municipal Administrator (Co-Chairperson) ATTY. MELINDA ROSE R. FERNANDEZ MGHD I (HRMO) (Vice Chairperson)	• Set and determine the overall Learning and Development strategy and directions. • Approve L&D proposals and plans of the LDC, HRMO, and Department/Unit Heads relative to the development interventions that are appropriate to improve the job performance of the employees and increase productivity. • Provide the right resources and environment that support the growth and development needs of the employees.
LEARNING AND DEVELOPMENT COMMITTEE (LDC)	• Come up with a career development plan for Municipal officials and employees and its regular updating. • Coordinate with various institutions offering training/scholarships/study tours or visits, both local and foreign for dissemination in the office. • Evaluate the applicants for various trainings/seminars/scholarships and prepare resolution containing the list of qualifies nominee(s) for specific seminar/trainings/scholarships and other

	relevant information to guide the Municipal Mayor in choosing the most appropriate nominee/participant. • Authorize the attendance of agency personnel in trainings, seminars, workshops, conventions, conferences, symposia and fora sponsored by a governmental, non-governmental organizations or private institutions. • Authorize the availment of external service providers in conducting in-house learning and development programs. • Recommend L&D Policy improvements. • Select, nominate and authorize personnel for local and international training and scholarship grants, if applicable. • Develop and/or implement guidelines for the selection of nominees for L&D and scholarship programs. • Serve as Scholarship Committee that screens and endorses nominees for scholarship programs when the policies and rules have been approved by the Top Management. • Whenever available, the selection of participants in L&D and scholarship programs, shall ensure that such L&D and scholarship opportunities are equitably distributed and are awarded to deserving employees considering such factors of length of service, performance levels, learning and development needs and, when necessary, status of appointment. • Review and approve designs and learning resource packages for L&D programs. • Track progress of L&D programs delivery and update the Top Management. • Review and endorse report on the accomplishments and results of the L&D to the Top Management
DEPARTMENT/ UNIT HEADS	• Perform individual interviews with the staff to elicit an initial assessment of the learning and development needs for the Individual Development Plan.

	• Provide guidance to the staff within the Department on the usage of the relevant documented information, technology, computer-based information and others related to L&D. • Identify the competency gaps by conducting a learning and development needs analysis to all staff. • Discuss the Individual Development Plan and collaborate with staff. • Perform appropriate justification for the Learning and Development needed by the staff. • Submit a departmental learning and development plan. • Monitor and evaluate the progress of staff after attending learning and development.
HUMAN RESOURCE MANAGEMENT OFFICE (Secretariat)	• Collaborate with Department Heads for the employees' Learning and Development needs. • Monitor report/plan submissions of all Department/Unit Heads for the conducted learning and development needs analysis which is part of the learning and development plan. • Ensure appropriate learning and development are matched with the employee's needs for personal and professional advancement. • Provide learning and development modules/topics and learning materials. • Provide venues for learning and development in a location that is conducive to learning. • To receive applications for attendance at seminars, trainings, scholarships, and study grants for review as to qualification and to submit the list for deliberation by the Committee. • Document all the learning and development activities/report. • Monitor and evaluate the effectiveness of the learning and development activities.

SECTION 3. MEETINGS AND QUOROM. The Learning and Development Committee shall convene meetings as deemed necessary. Notice of meetings, including the date, time, location, and agenda shall be provided to all members at least 5 days in advance. A quorum shall mean the presence of the majority of the members. Should a quorum not be present, the meeting may be adjourned and rescheduled at the discretion of the Chairperson with appropriate notice given.

SECTION 4. RECORDS OF THE COMMITTEE. The committee shall maintain comprehensive records of all its proceedings, including meetings, decisions, and actions taken. These records shall be securely stored and made accessible to all committee members for review. The records of the board shall be kept by the Human Resource Management Office who shall act as the Secretariat of the Board.

SECTION 5. EFFECTIVITY: The Executive Order shall take effect immediately and shall be valid until sooner revoked and amended.

Issued this 11th day of June 2026 at the Municipality of Bayambang, Province of Pangasinan.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

