



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO 2011-02-0008 ^e

Amending Department Order No. DO2005-03-002, (Personnel Development Guidelines), series of 2005 dated 11 March 2005

The following amendments and additional provisions to the Personnel Development Guidelines are hereby issued to update the said Guidelines and be more relevant to the current requirements of the DOE :

V.2. Who can be nominated

New Provision :

- h. Employees who are invited as Resource Speakers or as members of task forces or designated as Focal Points. Considering the nature of their nomination, the following basic requirements are waived:**
 - h.1. service obligation; and,**
 - h.2. no pending nomination.**
- i. New employees who are required to attend work-related trainings necessary to perform particular tasks (e.g. PRDD's safety training for rig inspection). As such, the residency requirement may be waived.**

VI. PDC Guidelines for Evaluation

Amendatory Provision :

3.3 Frequency of availment of the study program from the DOE

Where n = actual no. of study program availed of **for the last 10 years**

VII. Endorsement of Nominations

New Provision :

- 10. Nomination/s that have been endorsed and accepted by the sponsoring agency without passing through the PDC, shall be automatically disapproved by the PDC.**

VIII. Entitlements of the Grantee / Delegate

New Provision:

↓ In cases where the undertaking is fully funded by the sponsor, the nominee / attendee can no longer claim for differential in the Daily Subsistence Allowance (DSA) prescribed by the UNDP. However, a one (1) day before and after the actual conduct of the undertaking, a two-day allowance of US\$100 per day may be granted subject to meeting all the following conditions:

- undertaking is 10 days or more;
- weather in the place of destination is temperate / winter; and,
- no daily allowance is provided by the sponsor.

IX. OBLIGATIONS OF THE GRANTEE

9.b. In the event that the Grantee fails to complete the service obligation and has rendered less than 75% of the required service obligation, he/she shall pay to DOE in full the amount equivalent to the salaries and emoluments received during the study program including the school fees, plane fare, etc. (if there are any). However, proportionate refund shall be allowed, provided that the Grantee has served at least 75% of his/her total service obligation. As such, refund is computed based on the following :

$$R = \frac{(SOR - SOS) \times TCR}{SOR}$$

Where : R= Refund

TCR= Total Compensation


Received(Gross salary, allowances & other benefits received while on study including the school fees, transportation fees, etc. if there are any)

SOS= Service obligation served

SOR= Service obligation required

These Guidelines shall take effect immediately.

Signed and approved on _____ day of _____ 2011.


JOSE RENE D. ALMENDRAS
Secretary



AUG 05 2011