



OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 020-2019

AN ORDER REORGANIZING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB), OF THE MUNICIPALITY OF PINAMALAYAN, PROVINCE OF ORIENTAL MINDORO

WHEREAS, Civil Service Commission promulgated a Resolution No. 1800692 dated July 3, 2018, approving the amendments and additional provisions to certain sections of CSC Resolution No. 1701009 also known as the Omnibus Rules on Appointments and Other Human Resource Actions;

WHEREAS, pursuant to the abovementioned Rules, the Human Resource Merit Promotion and Selection Board (HRMPSB) shall serve as the recommending body for appointment;

WHEREAS, to be responsive to the changing needs in human resource management, there is a need to update the composition of the HRMPSB;

NOW THEREFORE, I, **ARISTEO A. BALDOS, JR.**, Local Chief Executive of the Municipality of Pinamalayan, Province of Oriental Mindoro, by virtue of power vested in me by law, do order and direct the reorganization of Human Resource Merit Promotion and Selection Board (HRMPSB) of the Municipality of Pinamalayan, Oriental Mindoro as follows:

Section 1. COMPOSITION.

- A. The Human Resource Merit Promotion and Selection Board for the First and Second Level Positions shall be composed of the following:

Chairperson:

MS. MIRASOL J. SANTOS.

- Municipal Administrator/Authorized Representative of the Local Chief Executive

HON. RODOLFO M. MAGSINO

-Municipal Vice Mayor or his Authorized Representative if vacant position is in his office or in the Office of the Sangguniang Bayan

MEMBERS:

MS. ZAIDA D. MICIANO

- Municipal Budget Officer

MS. NEMIA B. MONSANTO

- Administrative Officer VI/ HRMO III

HON. RIO S. MERCENE

-Chairman on the SB Committee on Good Government, Ethics and Accountability

Head of organizational unit where vacancy exists or his/her designated alternate;

Two (2) regular and alternate representatives from first level

Two (2) regular and alternate representatives from second level

The regular and alternate representatives shall be chosen by the duly accredited employees association of the local government unit. In case there is no accredited employee's association in the agency, the representatives shall be chosen at large by the employees through general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative.

Both rank and file representatives shall serve for a period of two (2) years. The other members shall serve for a period of three (3) years unless earlier revoked for just cause.

- B. The Human Resource Merit Promotion and Selection Board for the Executive/Managerial Positions shall be composed of the following:

Chairperson:

MS. MIRASOL J. SANTOS.

- Municipal Administrator/Authorized Representative of the Local Chief Executive

HON. RODOLFO M. MAGSINO

- Municipal Vice Mayor or his Authorized Representative if he vacant position is in his office or in the Office of the Sangguniang Bayan.



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Members:

HON. RIO S. MERCENE

- Chairman of the Sangguniang Bayan Committee on Good Government, Ethics and Accountability
- Municipal Planning & Development Coordinator
- Municipal Accountant
- Admin. Officer V/HRMO III

EnP. ROSENIO A. TORIANO

MS. JUDY D. MORENTE

MS. NEMIA B. MONSANTO

Head of organizational unit where vacancy exists or his/her designated alternate;

Section 2. FUNCTIONS OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD. The HRMPSB shall have the following functions and responsibilities:

- A. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - A.1. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - A.2. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- B. Disseminate screening procedure and criteria for the selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated.
- C. Prepare systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;
- D. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
- E. Submit the list of candidates recommended for appointment from which the appointing office/authority shall choose the applicant to be appointed. The list of recommend candidates should specify the top five ranking candidates deemed most qualified for appointment to the vacant position (Sec.85, 2017 ORAOHRA)
- F. Maintain records of the deliberations which must be made accessible to interested parties upon written request for inspection and audit by the CSC: and
- G. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Promotion and Selection Plan.

Section 3. SECRETARIAT. The Human Resource Management Office shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyse results structured background investigation for second level supervisory and executive/managerial positions.

The Human Resource Management Officer III, being a regular member of the HRMPSB, shall not act as secretariat to the HRMPSB. The next in rank to the highest position in the Human Resource Management Office will be designated to act as the secretariat.

Section 4. EFFECTIVITY. This Executive Order shall take effect on August 6, 2019.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 6th day of August, 2019.


ARISTEO A. BALDOS, JR.
Municipal Mayor