



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No.043-284-3146

EXECUTIVE ORDER NO. 04-2018

AN ORDER RENAMING THE PERSONNEL SELECTION BOARD (PSB) TO HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB), RECONSTITUTING ITS MEMBERS AND AMENDING ITS FUNCTIONS IN THE MUNICIPALITY OF PINAMALAYAN, PROVINCE OF ORIENTAL MINDORO

WHEREAS, Section 9 Rule VI (Promotion) of the Omnibus Rules Implementing Book V of Executive Order NO. 292 and other Pertinent Civil Service Laws mandates the creation of Selection/Promotion Board in every department/agency, including local government units, which shall, among others, be responsible for the adoption of a formal screening procedure and formulation of criteria for the evaluation of candidates for promotion;

WHEREAS, one of the highlights of 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) is renaming Promotion and Selection Board (PSB) to Human Resource Merit Promotion and Selection Board (HRMPSB) with corresponding shift in role from assistorial to recommending body for appointment;

WHEREAS, two (2) Human Resource Merit Promotion and Selection Boards shall be established in the agency - one for the first level and second level positions and another for second level executive/managerial positions;

WHEREAS, Executive Order No. 014-2016 orders the creation of Personnel Selection Board in the Municipality of Pinamalayan, Province of Oriental Mindoro;

WHEREAS, there is a need to amend Executive Order No. 014-2016 to comply with the recommendations for PRIME-HRM Maturity Level 2 Recognition;

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 renaming of Personnel Selection Board (PSB) to Human Resource Merit Promotion and Selection Board (HRMPSB) as follows:

Section I. COMPOSITION.

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

CHAIRPERSON:

1. **HON. ARISTEO A. BALDOS, JR.** - Municipal Mayor or his Authorized Representative
2. **HON. RODOLFO M. MAGSINO** - Municipal Vice Mayor or his Authorized Representative if the vacant position is in his office or in the Office of the Sangguniang Bayan



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MEMBERS:

1. **MS. NEMIA B. MONSANTO** – Administrative Officer IV/HRMO II
2. **HON. RIO S. MERCENE** – Chairman of the SB Committee on Good Government, Ethics and Accountability
3. **HON. ARNOLDO M. MADRID** – Chairman of the SB Committee on Finance
4. **MR. ROSENIO A. TORIANO** – Municipal Planning and Development Coordinator
5. **MR. CARLITO M. MEJICO** – OIC-Municipal Assessor's Office
6. **MS. ZAIDA D. MICIANO** – Municipal Budget Officer
7. **MS. JUDY D. MORENTE** – Municipal Accountant
8. Head of organizational unit where vacancy exists or his/her designated alternate;
9. Two (2) regular and alternate representatives from first level
10. Two (2) regular and alternate representatives from second level

The regular and alternate representatives shall all 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.

Both rank and file representatives shall serve for a period of two (2) years.

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

CHAIRPERSON:

1. **HON. ARISTEO A. BALDOS, JR.** – Municipal Mayor or his Authorized Representative
2. **HON. RODOLFO M. MAGSINO** – Municipal Vice Mayor or his Authorized Representative if the vacant position is in his office or in the Office of the Sangguniang Bayan

MEMBERS:

1. **HON. RIO S. MERCENE** – Chairman of the Sangguniang Bayan Committee on Good Government, Ethics and Accountability
2. **HON. ARNOLDO M. MADRID** – Chairman of the Sangguniang Bayan Committee on Finance
3. **MS. MIRASOL J. SANTOS** –Municipal Administrator
4. **MR. ROSENIO A. TORIANO** – Municipal Planning and Development Coordinator
5. **MS. JUDY D. MORENTE** – Municipal Accountant
6. **MS. ZAIDA D. MICIANO** – Municipal Budget Officer



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7. **MR. PLARIDEL S. CUPIADO** –Acting Municipal Treasurer
8. **MS. NEMIA B. MONSANTO** – Administrative Officer IV/HRMO II

Section II. 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 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 a 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 officer/authority shall choose the applicant to be appointed. The list of recommended 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 III. 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 of



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structured background investigation for second level, supervisory and executive/managerial positions.

The Human Resource Management Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB. In the case of the LGU, the next in rank to the highest position in the Human Resource Management Officer will be designated to act as the secretariat.

Section IV. EFFECTIVITY. This order shall take effect immediately.

Done this 6th day of **February 2018** in the Municipality of Pinamalayan, Oriental Mindoro.


ARISTEO A. BALDOS, JR.
Municipal Mayor