



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. 14-2022

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

WHEREAS, Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides for the creation of Personnel Selection Board (PSB) to primarily assist the candidates/personnel for appointment or promotion in the Municipal Government and in the formulation, development and implementation of policies which would contribute to the welfare of the LGU employees;

WHEREAS, the Code mandates the creation, reorganization, and reconstitution of the Personnel Selection Board (PSB) in every province, city, or municipality, prescribing therein its composition, organization, functions and other related matters in the implementation of its provisions;

WHEREAS, Civil Service Commission Resolution No. 1701003 which took effect on August 17, 2017 promulgated the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA) which shall apply to employees appointed to first and second level positions, including executive/managerial positions who are not presidential appointees in the career service, and to those appointed to the non-career service;

WHEREAS, the above resolution mandates the constitution of Human Resource Merit Promotion and Selection Board (HRMPSB) which shall serve as the assistorial body for the appointment;

WHEREAS, Sangguniang Bayan Resolution No. 238-2022, in consonance with Rule IX of the Revised Omnibus Rules on Appointments and Other Human Resource Actions of the Civil Service Commission, determine the composition of Human Resource Merit Promotion and Selection Board.

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 reconstitution 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:

HON. RIO S. MERCENE

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

MS. ZAIDA D. MICIANO

- Municipal Budget Officer

MS. NEMIA B. MONSANTO

- MGDH I – HRMO

MR. DANIEL Q. FRUELDA

- MGADH I/Second Level Representative

MS. LYN T. OZAR

- Admin. Officer III/Second Level Representative (Alternate)

MS. RIZZA S. DELA VEGA

- Administrative Aide VI/First Level Representative

MR. FRANCIS JAY C. SALCEDO

- Admin. Aide IV/First Level Representative (Alternate)

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





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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.

Members:

HON. RIO S. MERCENE

- Chairman of the Sangguniang Bayan Committee on Good Government, Ethics and Accountability

EnP. ROSENIO A. TORIANO

- Municipal Planning & Development Coordinator

MS. JUDY MORENTE

- Municipal Accountant

MR. PLARIDEL S. CUPIADO

- Municipal Treasurer

MS. NEMIA B. MONSANTO

- MGDH I - HRMO

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.





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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 MGDH I of the HRMO, 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 1, 2022**. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done in the Municipality of Pinamalayan, Oriental Mindoro, Philippines this 28th day of July 2022


ARISTEO A. BALDOS, JR.
Municipal Mayor

