



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

Telephone No.: (074) 423-0818/ Fax Number: (074) 442-3526

Email Address: asterisk.vic@gmail.com

ADMINISTRATIVE ORDER NO. 05-13-N
SERIES 2013

ADMINISTRATIVE ORDER REORGANIZING THE PERSONNEL SELECTION BOARD UNDER THE OFFICE OF THE LOCAL CHIEF EXECUTIVE

WHEREAS, in view of the change in local administration as a result of the recently concluded automated elections, it is just but appropriate that special bodies, duly created pursuant to the pertinent provisions of the 1991 Local Government Code, such as the Personnel Selection Board be reorganized to ensure that the development thrust of the new local administration be fully realized;

WHEREAS, pursuant to SB Resolution Numbered 308, series of 2011, a resolution reorganizing the Personnel Selection Board (PSB) for the Municipality of Itogon, and CSC MC No. 03 s, 2001, the Civil Service Commission adopts the revised policies on Merit Promotion Plan (MPP), there is a need to reorganize the PSB of the Municipality of Itogon to assist the Local Chief Executive in the judicious and objective selection of personnel for employment as well as for promotion and in the formulation of such policies that would contribute to employees welfare;

WHEREAS, the Personnel Selection Board strictly adheres to the principles of merit, fitness and equality and that the selection shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position;

WHEREFORE, I, ATTY. VICTORIO T. PALANGDAN by virtue of the powers vested in me by law, as the Municipal Mayor, do hereby reorganize and strengthen the Personnel Selection Board of the Municipality of Itogon, Benguet, to wit:

Section 1.a Composition: The Members of the Board shall be composed of the following:

CHAIRMAN

MR. ALOYSIUS G. KATO
Municipal Administrator

MEMBERS

HON. BERNARD S. WACLIN
Committee Chair on Personnel

MS. VERONICA K. COMISING
Municipal Budget Officer

MS. EUSEBIA T. FIANZA
Human Resource Management Office

HEAD OF OFFICE
Where the vacancy exist

MS. LEONILA K. AMPAGUEY
Employee Representative Second Level

MS. CHERRY ANN C. CARANTES
Employee Representative First Level

MUNICIPAL BUDGET OFFICER
ITOGON, BENGUET
RECEIVED JUL 08 2013
BY: *[Signature]*

Republic of the Philippines
OFFICE OF THE MUNICIPAL CHIEF EXECUTIVE
Municipality of Itogon, Benguet

RECEIVED

By: *[Signature]*
7-8-13

Received by
7/8/13

RECEIVED
OFFICE OF THE SANGGUNIANG BAYAN
ITOGON, BENGUET
BY: *[Signature]*
07/08/13

M.P.S.B.
ITOGON BENGUET
DATE: 07/08/13

Section 1b. Secretariat/Technical Staff. The following shall be the member of the Secretariat and Technical Staff:

1. MR. NESTOR M. CAMADO, JR
2. MS. LIDA G. TUPENG

Section 2a: PERSONNEL SELECTION BOARD FUNCTIONS:

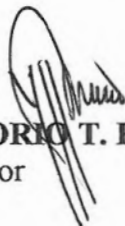
1. Evaluate the qualifications of a candidate/s for filling-up vacant position or as employee being considered for promotion in accordance with the department or agency Merit Promotion Plan.
2. Determine en banc the list of employees recommended for promotion from which the appointing authority may choose the employee to be promoted.
3. Maintain records of deliberation, which shall be available for inspection by the commission or its duly authorized representatives.
4. Recommends to the Appointing Authority a ranked list of job applicant qualified to fill the job vacancy for the appointment.
5. The Personnel Selection Board shall come with its Internal Rules of Procedures to guide its personal services proceedings.

Section 2b: Functions of the Secretariat/Technical Staff:

1. Handle all the Focal point's secretarial/clerical/technical and administrative matters.
2. Safekeeping and systematic filing of the focal point documents and records.
3. Perform such other related functions as may deemed necessary.

This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

ISSUED this 8th day of July 2013 at Itogon, Benguet Philippines.



ATTY. VICTORIO T. PALANGDAN
Municipal Mayor


Cc


- All concerned
- SB
- DILG-Itogon
- All heads of Offices
- File


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MACCO:  07/08/2013

MTO:  7/8/13

OMSWD:  7/8/13 1:23PM

WATO:  7/8/13

