

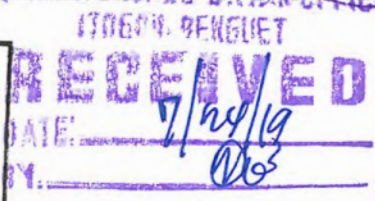
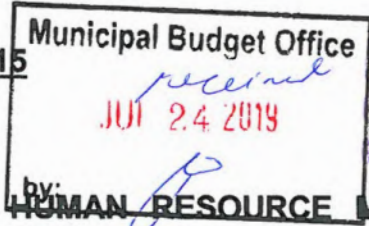
FILE



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor
Email Address: vic.palangdan@gmail.com



ADMINISTRATIVE ORDER NO. 15
By: Series of 2019



RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE MUNICIPAL GOVERNMENT OF ITOGON.

WHEREAS, pursuant to the pertinent provisions of the Local Government Code, Civil Service Commission Memorandum Circular No. 03, series of 2001 and S. B. Resolution No. 308, series of 2011, the creation of a Personnel Selection Board is necessary to assist the Local Chief Executive in the judicious and objective selection of personnel for employment as well as for promotion including the formulation of policies that would contribute to employees' welfare;

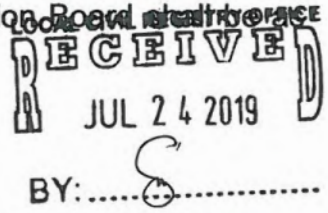
WHEREAS, in conformity with the 2017 Omnibus Rules on Appointments and other Human Resource Actions (2017 OHRA ORA) as amended by CSC Resolution No. 1800692, promulgated July 3, 2018, a Human Resource Merit Promotion and Selection Board (HRMPSB) shall be created in lieu of the Personnel Selection Board

(PSB). **WHEREAS**, the just concluded National and Local elections led to the installation of a new set of elected municipal officials and has given birth to a new administration with a fresh mandate, hence the need to reconstitute or reorganize Local Special Bodies and/or other functional councils or committees in the LGU, among which is the Human Resource Merit Promotion and Selection Board to ensure continuous functionality by replacing members whose terms has expired or those who were either separated from service, transferred or reassigned;

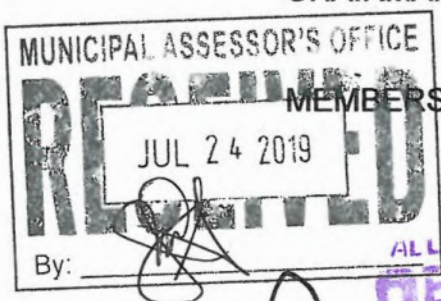
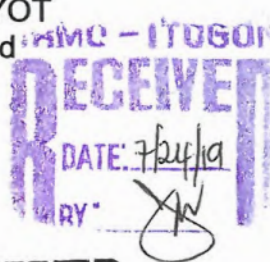
NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby reconstitute the Human Resource Merit Promotion and Selection Board of the municipal government as follows:

Section 1. Composition: For **First and Second Level** positions, the composition of the Human Resource Merit Promotion and Selection Board shall be as follows:

CHAIRMAN: **ATTY. NOEL G. NGOLOB**
Municipal Administrator



MEMBERS: **ATTY. JODEA BRENDA LYN R. ACAY-CAMUYOT**
Chairman, S. B. Committee on Personnel, Good Governance, Public Ethics and Accountability

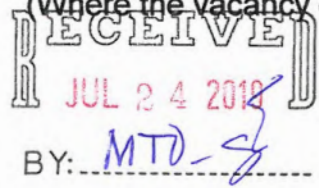
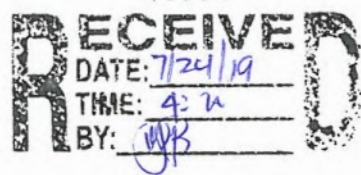


ATTY. FARIDA D. ROMILLO-MATEO
Municipal Accountant

MS. EUSEBIA T. FIANZA
HRMO III

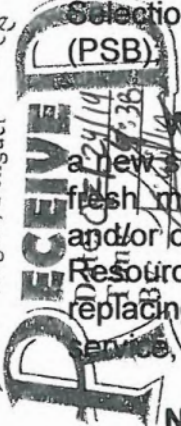
OFFICE OF THE M.A. ENGR.
PROVINCE OF BENGUET
ITOGON

HEAD OF OFFICE
(Where the vacancy exists)



MDRRMO
MESWIN
7/24/2019

Municipal Health Office
Itogon, Benguet



BY: [Signature]

BY: DILG-ITOGON

MR. DENNIS A. TAMPOA
Employee Representative (2nd level)

MS. MIRALYN P. NATINOL
Employee Representative (1st level)

Alternate Members: ATTY. JACQUILINE NABAYSA-GOSINGAN
(2nd Level Representative)
MS. CHIQUE B. CORNEL
(1st Level Representative)

Provided further that the Alternate Members shall attend HRMPSB meetings and proceedings in the absence of their respective principals.

Provided further, that for *Executive/Managerial Positions*, the HRMPSB shall be composed of the following:

CHAIRMAN: ATTY. NOEL G. NGOLOB
Municipal Administrator

MEMBERS: ATTY. JODEA BRENDA LYN R. ACAY-CAMUYOT
Chairman, S. B. Committee on Personnel, Good
Governance, Public Ethics and Accountability

DR. PRUDENCIO B. PEDRO
Municipal Agriculturist

ATTY. FARIDA D. ROMILLO-MATEO
Municipal Accountant

MS. VERONICA K. COMISING
Municipal Budget Officer

MS. EUSEBIA T. FIANZA
HRMO III

Section 2. Functions and Responsibilities. The functions and responsibilities of the Human Resource Merit Promotions and Selection Board are as follows:

1. The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment to the municipal government service including promotions in accordance with the agency approved Merit Selection Plan.
2. Keep and maintain a record of all its proceedings and deliberations which must always be made accessible to all interested parties upon written request, and for inspection by the Civil Service Commission.
3. Shall submit to the appointing officer/authority the **top five (5)** ranking candidates deemed most qualified for appointment to the vacant position. Consequently, the HRMPSB shall submit to the appointing authority a comprehensive evaluation report of screened candidates for appointment. Said evaluation report should not only specify whether the candidate meets the qualification standard but must also include (a) observations and comments on the candidate's competence; (b) other qualifications that are of equal importance in the performance of



the duties and responsibilities of the position to filled-up and (c) Information about the candidate's preference of assignment.

Section 3. Secretariat/Technical Staff. The HRMPSB secretariat/technical staff shall be composed of the following:

1. MS. LIDA G. TUPENG
2. MS. DONNA COMISING
3. MS. MARY GRACE M. HOLMAN

Section 4. Functions of the Secretariat.

1. Prepare notices of meetings/proceedings of the HRMPSB and ensure the timely delivery of such to all HRMPSB members and other parties concerned;
2. Document all HRMPSB proceedings and shall be in charge in the orderly filing and safekeeping of the same;
3. Be the custodian of all records and documents of the HRMPSB; and
4. Perform other related duties and functions as may be directed by the HRMPSB.

Section 5. Repealing Clause. All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed accordingly.

Section 6. Effectivity. This Order shall take effect immediately.

DONE this 24th day of July, 2019 at Itogon, Benguet


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- All concerned
- SB
- DILG MLGOO
- All Heads of Offices
- IMEA through its President
- file