



*Republic of the Philippines*  
Province of Benguet  
Municipality of Itogon  
**OFFICE OF THE MUNICIPAL MAYOR**

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**ADMINISTRATIVE ORDER NO. 26**

Series of 2022

**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, 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 new set of elected municipal officials, hence due to change of administration the HRMPSB shall reconstitute its members to ensure continuous functionality;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, **HON. BERNARD S. WACLIN**, Municipal Mayor of the Municipality of Itogon, Benguet, hereby reconstitute the Human Resource Merit Promotion and Selection Board of the municipality 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:** MR. ARNEL F. BAHINGAWAN  
Municipal Administrator

**MEMBERS:** DR. OLIVER P. GUADAÑA  
Municipal Health Officer

MS. VERONICA K. COMISING  
Municipal Budget Officer

MS. EUSEBIA T. FIANZA  
HRMO III

HEAD OF OFFICE  
(where the vacancy exists)

MS. LEONILA K. AMPAGUEY  
Employee Representative (2<sup>nd</sup> level)

MS. JAMIE M. LUMBAG  
Employee Representative (1<sup>st</sup> level)

Alternate Members: MS. SHALIMAR G. SORALLO  
Employee Representative (2<sup>nd</sup> level)

MS. JULYN T. PALENG  
Employee Representative (1<sup>st</sup> level)

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: MR. ARNEL F. BAHINGAWAN  
Municipal Administrator

MEMBERS: DR. OLIVER P. GUADAÑA  
Municipal Health Officer

ENGR. AVELINO S. MEDINA JR.  
Municipal Assessor

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 Promotion and Selection Board shall be 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. JERIL M. PADUYAO
2. MS. DONNA T. 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 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 21<sup>st</sup> day of July, 2022 at Itogon, Benguet.

  
HON. BERNARD S. WACLIN  
Municipal Mayor

Copy furnished:

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