



**ADMINISTRATIVE ORDER NO. 13**  
Series of 2016

**RECONSTITUTING THE PERSONNEL SELECTION BOARD 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**, with the new mandate arising from the just concluded National and Local elections, changes in employment status of some members, and reorganization in the local government unit, a reorganization of the Personnel Selection Board is necessary for continuity in the performance of its given duties and functions;

**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 **ORDER** as follows:

**Section 1. Composition:** The composition of the Personnel Selection Board shall be as follows:

<b>CHAIRMAN:</b>	<b>MR. ALOYSIUS G. KATO</b> Municipal Administrator
<b>MEMBERS:</b>	<b>HON. GERARD S. CORNEL</b> Chairman, S. B. Committee on Personnel, Good Governance, Public Ethics, Accountability, Labor and Employment
	<b>DR. OLIVER P. GUADAÑA</b> Municipal Health Officer
	<b>MS. EUSEBIA T. FIANZA</b> HRMO II
	<b>HEAD OF OFFICE</b> (Where the vacancy exists)
	<b>MR. DENNIS A. TAMPOA</b> Employee Representative (2 <sup>nd</sup> level)
	<b>MR. MARTES F. APOS</b> Employee Representative (1 <sup>st</sup> level)

**Section 2. Functions and Responsibilities.** The functions and responsibilities of the Personnel Selection Board are as follows:

1. Shall act as a body to screen qualified applicants and as such, it shall follow strictly the process in the selection of employees for appointment to government service including promotions in accordance with the agency approved Merit Promotion 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 recommend to the LCE the candidates who passed the screening. Consequently, the PSB 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 PSB secretariat/technical staff shall be composed of the following:

1. MS. LIDA G. TUPENG
2. MS. DONNA COMISING

**Section 4. Functions of the Secretariat.**

1. Prepare notices of meetings/proceedings of the PSB and ensure the timely delivery of such to all PSB members and other parties concerned;
2. Document all PSB 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 PSB; and
4. Perform other related duties and functions as may be directed by the PSB.

**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 20<sup>th</sup> day of July, 2016 at Itogon, Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Copy furnished:

- All concerned
- SB
- DILG MLGOO
- All Heads of Offices
- file