



Mayors Office Itogon <mayorsofficeitogon@gmail.com>

Itogon Administrative Order No. 13,s.2023

CSC-CAR Regional Office <rocar@csc.gov.ph>
To: Mayors Office Itogon <mayorsofficeitogon@gmail.com>

Mon, May 15, 2023 at 10:30 AM

Received, thank you.

Respectfully yours,

Office of the Regional Director
Civil Service Commission - CAR
(074) 443-5981 / (074) 443-5982

From: Mayors Office Itogon <mayorsofficeitogon@gmail.com>
Sent: Monday, May 15, 2023 10:04 AM
To: CSC-CAR Regional Office
Subject: Itogon Administrative Order No. 13,s.2023Sir/Maam:
Greetings.
Please see attached copy of Administrative Order No. 13,s.2023, for your file and reference.
May we also request acknowledgement hereof.
Thank you very much.Respectfully,
Office of the Mayor
Itogon, Benguet

[<https://s-install.avcdn.net/ipm/preview/icons/icon-envelope-tick-round-orange-animated-no-repeat-v1.gif>]https://www.avast.com/sig-email?utm_medium=email&utm_source=link&utm_campaign=sig-email&utm_content=webmail> Virus-free.[www.avast.com](https://www.avast.com/sig-email?utm_medium=email&utm_source=link&utm_campaign=sig-email&utm_content=webmail)<https://www.avast.com/sig-email?utm_medium=email&utm_source=link&utm_campaign=sig-email&utm_content=webmail>

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Republic of the Philippines
Province of Benguet
Municipality of Itogon

FILE

BY: few OFFICE OF THE MUNICIPAL MAYOR

e-mail address: mayorsofficeitogon@gmail.com; bernardwaclyn08@gmail.com
Cellphone Nos. 09393268022

MUNICIPAL HEALTH SERVICES OFFICE
Itogon, Benguet
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By: [Signature]
Date: MAY 15 2023

ADMINISTRATIVE ORDER NO. 13
Series of 2023

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MAY 15 2023

RE-ESTABLISHING THE GUIDELINES ON PERSONNEL SELECTION AND PROMOTION FOR THE MUNICIPAL GOVERNMENT OF ITOGON

Whereas on March 01, 2011, Administrative Order No. 32, Series of 2011 was issued laying down the guidelines for the Municipal Government of Itogon on Personnel Selection and Promotion;

MUN. TREASURY OFFICE
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Whereas on November 11, 2016, Administrative Order No. 34, Series of 2016 was issued amending the guidelines on Personnel Selection and Promotion as laid down in Administrative Order No. 32, Series of 2011;

Whereas Administrative Order No. 34-A, Series of 2016 was further issued amending Administrative Order No. 32, Series of 2011 to embody recent updates and recommendations from the Personnel Selection Board (PSB) of the municipal government;

Whereas Administrative Order No. 21, Series of 2020 was issued on July 21, 2020 amending Administrative Order No. 34-A, Series of 2016 providing for updated guidelines on Personnel Selection and Promotion;

Whereas guided by issuances from the Civil Service Commission (CSC) and as local government units are encouraged by the CSC to institutionalize meritocracy and excellence in all areas such as recruitment, selection, and placement, there is a need to re-establish the guidelines for personnel selection and promotion in order to carry out the recommendations from the present Personnel Selection Board (PSB) to properly give credence or merit to the different criteria achieved by every qualified applicant;

Now, therefore, by virtue of the powers vested in me by law, I, BERNARD S. WACLIN, Municipal Mayor of the Municipality of Itogon, Benguet Province, do hereby re-establish the Guidelines on Personnel Selection & Promotion for the Municipal Government of Itogon as follows:

SECTION 1. COVERAGE. The following re-established guidelines shall be used in the present and succeeding selection process.

SECTION 2. DEFINITION OF FIRST AND SECOND LEVEL POSITIONS. First and Second Level Positions are defined as follows:

2.1. First (1st) Level Positions – shall include clerical, trades and crafts, and custodial service which involve sub-professional work in a non-supervisory or supervisory capacity requiring less than four (4) years of collegiate studies;

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Sangguniang Bayan
Itogon, Benguet
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ITOGON, BENGUET

LOCAL CIVIL REGISTRY OFFICE
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MUNICIPAL ASSESSOR'S OFFICE
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