



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

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ADMINISTRATIVE ORDER NO. 05
Series of 2024

REORGANIZING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE MUNICIPAL GOVERNMENT OF ITOGON BY DESIGNATING NEW MEMBERS TO REPLACE FORMER MEMBERS WHO HAVE RETIRED FROM GOVERNMENT SERVICE AS WELL AS THOSE WHO HAVE RESIGNED AS MEMBERS THEREOF.

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, Section 90 of CSC Resolution No. 1800692, series of 2018 also provides that "The membership of the HRMPSB can be modified, provided it conforms to the prescribed position. Agencies may add a reasonable number of members, but the prescribed composition may not be altered;"

WHEREAS, vacancies occurred in the HRMPSB due to either retirement or resignation of some of its members hence, the need to reorganize the same by designating new members to fill up such vacancies to ensure uninterrupted HRMPSB activities and avoid undue delays in all actions relative to the processing of applications for vacant positions.

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, hereby reorganize the Human Resource Merit Promotion and Selection Board of the municipal government as follows:

Section 1. Designation of an Authorized Representative. The Municipal Administrator, MR. ARNEL F. BAHINGAWAN is hereby designated as the duly authorized representative of the Municipal Mayor to act as Chairman of the HRMPSB in its proceedings relative to the selection of applicants for vacant positions in the First and Second Level Positions as well as in the Executive/Managerial Positions under the Executive Department.

Section 2. Composition: For **First and Second Level** positions, the composition of the Human Resource Merit Promotion and Selection Board shall be as follows:

CHAIRMAN: THE MUNICIPAL MAYOR or
MR. ARNEL F. BAHINGAWAN
Municipal administrator

OR

THE MUNICIPAL VICE MAYOR or his duly
Authorized representative if the vacancy is in
The Sanguniang Bayan Office

MEMBERS:

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

-ATTY. JACQUILINE NABAYSA-GOSINGAN
Municipal Attorney III

-MS. EUSEBIA T. FIANZA
HRMO III

-HEAD OF OFFICE
Where the vacancy exists except when the vacancy is
in the Sanguniang Bayan

-MS. CINDY LOIS L. FERNANDEZ
Employee Representative (2nd level)

-MR. EDGAR S. JOVEN
Employee Representative (1st level);

Alternate Members:-MS. GIRLIE A. NABUS
(2nd Level Representative)

-MS. FELICIA D. BERSALONA
(1st Level Representative)

Provided further, that the first level representative or alternate shall participate during screening of candidates for vacancies in the first level, while the second level representative or alternate shall participate in the screening of candidates for vacancies in the second 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:

THE MUNICIPAL MAYOR, or
MR. ARNEL F. BAHINGAWAN
Municipal Administrator

OR

THE MUNICIPAL VICE MAYOR or his duly
Authorized representative if the vacancy is in
The Sanguniang Bayan Office

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

-ATTY. JACQUILINE NABAYSA-GOSINGAN
Municipal Attorney III

-The Municipal Budget Officer

-MS. EUSEBIA T. FIANZA
HRMO III

Section 3. 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.

Provided further, that the HRM Officer as member of the HRMPSB shall not act as secretariat to the HRMPSB.

Section 4. Secretariat/Technical Staff. The HRMPSB secretariat/technical staff shall be composed of the following:

1. MS. SHALIMAR G. SORALLO
2. MS. FLORDELIZA G DIASE
3. MS. MARY GRACE M. HOLMAN
4. MS. JERIL M. PADUYAO

Section 5. Functions of the Secretariat.

1. Perform secretariat and technical support function to the HRMPSB for comparative assessment and final evaluation of candidates;
2. Shall evaluate and analyze results of structure, background investigation for second level, supervisory and executive/managerial positions;
3. Prepare notices of meetings/proceedings of the HRMPSB and ensure the timely delivery of such to all HRMPSB members and other parties concerned;

4. Document all HRMPSB proceedings and shall be in charge in the orderly filing and safekeeping of the same;
5. Be the custodian of all records and documents of the HRMPSB; and
6. Perform other related duties and functions as may be directed by the HRMPSB.

Section 6. Participation of the Civil Service Commission. The participation of the Civil Service Commission in all proceedings and deliberations of the HRMPSB relative to the selection of candidates for appointment to vacant positions is hereby enjoined. The "Commission" shall submit to the Local Chief Executive a written authority of its representative who shall sit as Honorary Member of the HRMPSB. Provided further, that in all meetings or proceedings of the HRMPSB, the Civil Service Commission must be properly notified at least three days ahead of schedule to enable attendance thereto by the Commission's representative.

Section 7. Repealing Clause. All previous Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed or modified accordingly.

Section 8. Separability Clause. If for any reason this Order or parts hereof is declared invalid or unconstitutional by court or other offices of competent authorities, other parts not affected by such declaration shall remain valid and effective.

Section 9. Effectivity. This Order shall take effect immediately.

DONE this 26th day of February, 2024 at Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- CSC Regional Office
- CSC Field Office
- All concerned
- SB
- DILG MLGOO
- All Heads of Offices
- IMEA through its President
- file