



Republic of the Philippines
Province of Capiz
MUNICIPALITY OF TAPAZ



OFFICE OF THE MAYOR

Executive Order No. 19-07-17 series of 2019

RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION & SELECTION BOARD (HRMPSB) OF THE MUNICIPAL GOVERNMENT OF TAPAZ, CAPIZ

WHEREAS, Section 80(b) of RA 7160 provides that "There shall be established in every province, city or municipality a personnel selection board to assist the local chief executive in the judicious and objective selection of personnel for employment as well as promotion and in the formulation of such policies as would contribute to employee welfare";

WHEREAS, Section 84 of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORAOHRA) states that "each agency may constitute two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB) – one for the first and second level positions and another for second level executive/managerial positions";

WHEREAS, there is need to establish the Equal Employment Opportunity Principle in selection of employees for appointment in the government service, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation.

NOW, THEREFORE, I, ROBERTO O. PALOMAR, Mayor of the Municipal Government of Tapaz, by the virtue of the power vested in me by law, do hereby reconstitute the composition of the **Human Resource Merit Promotion and Selection Board**, as follows:

Section 1.

FIRST AND SECOND LEVEL POSITIONS:

CHAIRPERSON: **HON. ROBERTO O. PALOMAR**
Municipal Mayor
(Executive Department)

HON. MA. FE G. GARDOSE
Municipal Vice Mayor
(Legislative Department)

- MEMBERS:**
- 1. HON. LORETO G. GADONG**
Chairperson, SB Committee on Personnel & Policies
 - 2. MRS. CRISTITA L. GINER**
Human Resource Management Officer V
 - 3. Head of the Department/Office where the vacancy exists**
 - 4. Second Level Representative**
Principal Member:
MRS. NERISSA FAELDIN
Local Treasury Operations Officer
Alternate:
MR. ALDRIN FALCO
Administrative Officer V

5. First Level Representative

Principal Member:

MS. PERE VICTORIA EXMUNDO
Administrative Assistant II

Alternate:

MS. RIA GENODIA
Local Legislative Staff Employee I
(PWD Member)

SECOND LEVEL EXECUTIVE/MANAGERIAL POSITIONS:

CHAIRPERSON: HON. ROBERTO O. PALOMAR
Municipal Mayor
(Executive Department)

HON. MA FE G. GARDOSE
Municipal Vice Mayor
(Legislative Department)

MEMBERS:

- HON. LORETO G. GADONG**
Vice Chairperson, SB Committee on Personnel & Policies

- MRS. CRISTITA L. GINER**
Human Resource Management Officer V

- Principal Member:**

MRS. ROSIE C. CORROS
Municipal Treasurer

Alternate:

ENGR. VICTORIO J. JIMENEZ
Municipal Engineer

SECRETARIAT:

- MS. ESTELITA G. GLORIA**
Administrative Officer II
- MRS. JOLLY ROSE BRIDGET P. SABELLINA**
Administrative Assistant IV
- MRS. FERILYN G. GLORIA**
Administrative Aide IV

Section 2. DUTIES AND FUNCTIONS: The HRMPSB shall perform the following duties, functions and responsibilities:

- Adopt a formal screening procedure and formulate criteria for the evaluation of the candidates for appointment;
- The HRMPSB shall serve as the RECOMMENDING BODY for appointment; however, the final decision on whom to appoint shall be with the appointing authority;

The Board shall be primarily responsible for the judicious and objective selection of candidates for appointment in the LGU Tapaz in accordance with the CSC laws and rules and the LGU's Merit Promotion and Selection Plan, and shall recommend to the appointing authority the top five (5) ranking applicants deemed most qualified for appointment for the vacant position;

- c. Ensure equal employment opportunity for men and women at all levels in the position, provided they meet the minimum requirements of the position to be filled. Merit and fitness shall be determined, as far as practicable, by competitive examinations. However, this does not apply to positions which are policy determining, primarily confidential or highly technical.

There shall be no discrimination in the selection of employees on account of age, gender, identity, civil status, disability, religion, ethnicity or political affiliation.

Opportunity for suitable employment shall be open to all qualified Persons with Disability.

- d. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidate who can efficiently discharge the duties and responsibilities of the vacant position to be filled. The evaluation report should include observations and comment on the candidate/s competencies.
- e. Comply with the CSC policy on the three (3) salary grade limitation on promotion;
- f. Check the approved LGU System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position.
- g. Ensure that the minutes of the meeting of all deliberations are recorded, properly filed and maintained, which must be made accessible to the interested parties upon written request, and for inspection and audit of the CSC, if necessary.

Section 3. EFFECTIVITY. This order shall take effect immediately and be valid until sooner revoked or amended.


ROBERTO O. PALOMAR
Mayor