



Executive Order No. 016
Series 2022

AN ORDER ORGANIZING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)

WHEREAS, it is the policy of the agency to strictly adhere to the principles of merit fitness and quality;

WHEREAS, the selection of the employees shall be based on their relative qualifications and competent to perform the duties and responsibility of the position;

WHEREAS, there shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation;

WHEREAS, pursuant to CSC Resolution No. 1701009 dated June 16, 2017, the LGU of Cabarroguis hereby adopts the following revised policies on Merit Selection Plan;

NOW THEREFORE, I AVELINO N. AGUSTIN, JR., Municipal Mayor of Cabarroguis, Quirino by virtue of the power vested in me by law do hereby order the organization of the Human Resource Merit Selection Board in the Municipality of Cabarroguis.

SECTION I. Composition of Human Resource Merit Promotion and Selection Board

HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) (1ST LEVEL, 2ND LEVEL & EXECUTIVE/MANAGERIAL POSITIONS)

Chairman-Executive	:HON. AVELINO N. AGUSTIN, JR.	- Municipal Mayor
Chairman-Legislative	: HON. FRANCISCO M. DULNUAN, JR.	- Municipal Vice Mayor
Members	:MR. FERDINAND Q. ANAS	- Municipal Human Resource and Management Officer
	HON. VIRGILIO A. LOPEZ	- SB Member/Chairman Committee on Ways and Means
	HON. MARCIANO G. IMMAPA	- SB Member/Chairman Committee on Rules, Laws and Legal Matters and Good Government
	MR. PLARIDEL A. UAO	- Municipal Assessor/Executive/Managerial Positions
	MR. MARCOS S. AGUSTIN	- Registration Officer III/Representative for Second Level Position
	MS. DIOSALINDA F. SINGSON	- Representative for First Level Position
	MS. HERMINIGILDA T. GAMET	- Assistant PESO Manager/Representative
	MR. RUEL M. MAUYAO	- Municipal Budget Officer
	ENGR. ARSENIO A. SINGSON	- Municipal Engineer
	MS. MARIA JOHMELIA R. LANTION	- Administrative Officer V/Secretariat
	MS. ARMIELYN V. DAGDAG	- Administrative Officer V/Secretariat
	MR. ALVIN T. PASCUAL	- Administrative Aide VI/Secretariat

SECTION II. Functions of the Human Resource Merit Promotion and Selection Board

The HRMPSB shall perform the following functions and responsibilities in addition to those enumerated in the model Agency Merit Selection Plan prescribed by the CSC MC No. 03, s. 2001:

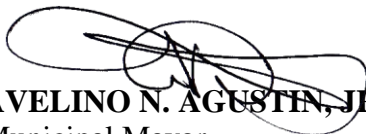
- a. Follow strictly the process on the selection of employees for appointment in the government service;
- b. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - b.1. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for particular position.
 - b.2. Criteria for evaluation of qualification of applicants for appointment must suit the job requirements of the positions.
- c. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up;
- d. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidates who can efficiently discharge the duties and responsibilities of the position to be filled. The evaluation report;
- e. Should not only specify whether the candidates meet the qualification standards of the position but should also include observations and comments on the candidates' competence and other qualifications that are important in the performance of the duties and responsibilities of the position to be filled. Likewise, information about the candidate's preference of assignment should be mentioned in the report;
- f. Submit the list of candidates evaluated for appointment from which the appointing authority shall choose the applicant to be appointed. The list of evaluated candidates should specify the top five ranking candidates who's over all point score are comparatively at par based on the comparative assessment under Procedure 3.1 hereof;
- g. Comply with the policy on the three (3)-salary grade limitation on promotion. The policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the three-salary grade limitation shall apply only to promotion and not to transfer, reemployment, re-appointment and reclassification/upgrading, including appointment from non-career service positions to career service positions and vise-versa;
- h. Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling a vacant position;
- i. Ensure that the minutes of all deliberations are recorded properly filed and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;
- j. Through the HRM Unit, make accessible the following information or documents upon written requests;
 - Screening procedure and criteria for selection, and its amendments;
 - Policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan;
 - Approved Agency MSP

- k. Notify all applicants assessed by the HRMPSB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as of the outcome of the evaluation of the HRMPSB;
- l. Provide information about the individual rating of the particular applicant upon written request subject to the approval of the appointing authority; and
- m. Orient the officials and employees in the agency pertaining to policies relative personnel actions, including the gender and development dimensions of the Merit Selection Plan.

SECTION III. Effectivity

This Executive Order shall take effect immediately upon approval.

Done this 13th day of July, 2022 at Cabarroguis, Quirino.


AVELINO N. AGUSTIN, JR.
Municipal Mayor

Cc: All Offices concerned
CSC Field Office