



**Executive Order No. 017**  
*Series 2022*

**AN ORDER CREATING A COMMITTEE IN-CHARGED TO CONDUCT BACKGROUND CHECK ON THE PERSONALITY TRAITS AND WORK ETHICS OF CANDIDATES FOR PERMANENT POSITION IN THE MUNICIPAL GOVERNMENT OF CABARROGUIS**

**WHEREAS**, the success of an organization or agency in so far as the efficient discharge of its mandated services is concerned rely mainly on the professional competence and personality traits of its employees;

**WHEREAS**, it is a universal knowledge that “public office is a public trust” thus necessitating any public servant to perform his mandates with the highest degree of efficiency and integrity in meeting the people’s expectation;

**WHEREAS**, considering the tough role entrusted to an employee in the over-all achievement of the agency’s service commitment, the hiring of the same shall be governed by thorough evaluation wherein personal character and work ethics must be of preponderant consideration;

**WHEREAS**, in order to ensure the hiring of a person most fitted to the position, notwithstanding due respect to the discretion of the appointing authority, there is a need to create a committee tasked to conduct thorough background check on person’s personality and work ethics;

**WHEREFORE, I, AVELINO N. AGUSTIN, JR.**, Municipal Mayor, Municipality of Cabarroguis, Quirino, by the authority vested in me by law, do hereby order the creation of a background Investigation Committee with the following composition and functions:

**Section I. COMPOSITION**

**Group A**

Chairman:

**AVELINO N. AGUSTIN, JR.** - Municipal Mayor

Members:

**HON. VIRGILIO A. LOPEZ** - SB Member/Chairman Committee on Ways & Means

**HON. MARCIANO G. IMMAPA** - SB Member/Chairman Committee on Good Government

**FERDINAND Q. ANAS** - Municipal Human Resource and Management Officer

**MARCOS S. AGUSTIN** - ACES President (Rep. for 2<sup>nd</sup> Level Position)

**DIOSALINDA F. SINGSON** - ACES Vice President (Rep. for 1<sup>st</sup> Level Position)

**ENGR. ARSENIO A. SINGSON** - PMT Chairman

**MR. PLARIDEL A. UAO** - AMEX Pres (Rep. for Exec. Managerial Position)

**MRS. HERMINIGILDA T. GAMET** - Representative of the Woman

**MS. MARIA JOHMELIA R. LANTION** - Administrative Officer V/Secretariat

**MRS. ARMIELYN V. DAGDAG** - Administrative Officer V/Assistant Secretariat

**Head of office where the vacancy exist.**

**Group B**

**Head of office where the vacancy exist**

**Representative from 1<sup>st</sup> level position**

**Representative from 2<sup>nd</sup> level position**

**Representative from Association of Municipal Executive (AMEX)**

**1 Representative from regular members of the HRMPSB**

**1 Representative from Secretariat**

**Municipal Human Resource Management Officer**

**Representative of the Woman**

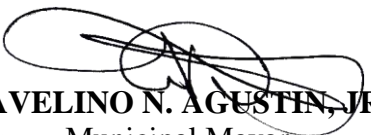
**Section II. FUNCTIONS**

This committee shall perform the following functions:

1. To conduct objective and impartial background investigation on the personality traits, character, social conduct and work ethics of every candidate for permanent position.
2. To submit to the appointing authority the result of such investigation for his perusal.

This order shall take effect immediately.

Done this 13<sup>th</sup> day of July, 2022 at Cabarroguis, Quirino.

  
**AVELINO N. AGUSTIN, JR.**  
Municipal Mayor

Cc.: All Concerned Offices  
CSC-Field Office