



Republic of the Philippines
Province of Davao de Oro

MUNICIPALITY OF MONKAYO

OFFICE OF THE MUNICIPAL MAYOR

2nd Floor, Unity Building, J. Martin St., Government Center, Poblacion, Monkayo, Davao de Oro

mmo.monkayo@yahoo.com | [facebook.com/MonkayoLGU](https://www.facebook.com/MonkayoLGU)

EXECUTIVE ORDER NO. 2022 - 001

**PROVIDING FOR THE REORGANIZATION OF THE HUMAN RESOURCE
MERIT AND PROMOTION SELECTION BOARD (HRMPSB) OF THE
LOCAL GOVERNMENT OF MONKAYO, DAVAO DE ORO**

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC) as the central human resource agency of the government, to establish a career and adopt measures to promote, morale, efficiency, integrity, responsiveness and courtesy in the civil service;

WHEREAS, 2017 Omnibus Rules on Appointments and Other Human Resource Actions was promulgated by the Civil Service Commission for implementation and guidance of all government agencies and all other institutions. The Human Resource Merit and Promotion Selection Board (HRMPSB) shall serve as the recommending body and primarily responsible for the judicious and objective selection of candidates for issuance of appointment by the appointing authority;

WHEREAS, approving the revised composition of the Human Resource Merit and Promotion Selection Board pursuant to Rule XXII, Article 166 of the Rules and Regulations Implementing the Local Government Code of 1991 in accordance with the pertinent civil service laws, rules and regulations;

WHEREAS, Rule IX, Section 83, Paragraph 2 emphasized that there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation and ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions as cited under Rule X;

WHEREAS, the local government under this administration guided consistently with the thrusts of Responsive Local Governance and in accordance with existing regulations created its HRMPSB by virtue of Executive Order No. 2018-028 dated April 24, 2018 and was consequently reorganized under Executive Order No. 2018-049 dated October 15, 2018;

WHEREAS, to adopt to recent changes in the bureaucracy and other developments in the local government systems and personalities involved, a reorganization is now deemed and considered to be imperative. Further, upon the assumption of new set of Employees' Union Officer, there is a recommended representation from the said employees' group. Hence, this reorganization;

NOW, THEREFORE, I, **RAMIL L. GENTUGAYA**, Municipal Mayor, Municipality of Monkayo, Province of Davao de Oro, by virtue of the powers vested in me by law, do hereby **ORDER PROVIDING FOR THE REORGANIZATION OF THE HUMAN RESOURCE MERIT AND PROMOTION SELECTION BOARD (HRMPSB) OF THE LOCAL GOVERNMENT OF MONKAYO, DAVAO DE ORO**

SECTION I. BASIC POLICIES

- The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level, the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level under Category A composition of the board. Both rank and file representatives shall serve for a period of two (2) years.
- The designated alternate of the regular member of the Board shall attend the selection and screening process in the absence of the regular member.
- The HRMPSB shall be represented by at least a majority of its members during the deliberation of candidates for appointment.
- The HRMPSB shall serve as the recommending body for appointment. However, final decision on whom to appoint shall be with the appointing officer/authority.
- The deliberation of the HRMPSB shall not be made earlier than fifteen (15) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved/invalidated.
- The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidates.
- The HRM Office shall perform secretariat and technical support functions to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory and executive/managerial positions.
- The HRM Officer, as member of the HRMPSB shall not act as secretariat to the HRMPSB.
- The HRMPSB Members including alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and policies on appointments as prescribed by the Civil Service Commission.

SECTION II. COMPOSITION

The HRMPSB shall be composed of the following categories:

1. PRINCIPAL MEMBERS

A. FIRST AND SECOND LEVEL POSITIONS

Chairperson: Municipal Mayor or his duly authorized representative
Municipal Vice Mayor or her duly authorized representative*
(*if the vacant position is in the legislative department)

Co-Chairperson: Municipal Administrator or his duly authorized representative

Members:

- Highest Officer in-charge of the Human Resource Management Office
- President, Liga ng mga Barangay
- SB Member, Chair, Committee on Finance or his/her designated alternate
- SB Member, Chair, Committee on Labor and Employment or his/her designated alternate
- Second Level Representative – RIZAL C. BALUIS (Medical Technologist III)
- First Level Representative – ANIE D. ABUELA (Administrative Aide VI)

B. SECOND LEVEL EXECUTIVE AND MANAGERIAL POSITION OR DEPARTMENT HEADS

Chairperson: Municipal Mayor or his duly authorized representative
Municipal Vice Mayor or her duly authorized representative*
(*if the vacant position is in the legislative department)

Members:

- Municipal Administrator or his authorized representative
- Highest Official in-charge of the Human Resource Management Office
- President, Liga ng mga Barangay
- SB Member, Chair, Committee on Finance or his/her designated alternate
- SB Member, Chair, Committee on Labor and Employment or his/her designated alternate

2. DESIGNATED ALTERNATE MEMEBRS

A. FOR DEPARTMENT HEADS

Name of Alternate	Position/Designation	Office
SUSANA S. BACARO	Administrative Officer V	Mun. Budget Office
ROCRIS GLENN A. IDUL, MaEd	Planning Officer III-Designate	Mun. Planning & Dev't. Office
MERCEDITA E. LOBO	Administrative Officer V	Sec. to the Sanggunian Office
ROWENA O. MEGRIÑO, MPA	Administrative Officer V	Economic Enterprise Mgt. Office
ENGR. PONTIUS A. MAHINAY	Asst. Municipal Engr.-Des.	Mun. Engineer's Office
TERESITA C. BOLOFER	Administrative Officer V	General Services Office
RONALDO C. LICAYAN, MPA	Administrative Officer IV	Mun. Assessor's Office
HANNAH P. APILAN, CPA	Administrative Officer IV	Mun. Accountant's Office
LIGAYA B. MANOLONG, MPA	Administrative Officer IV	Human Resource Mgt. Office
MARY JANE S. APARI	Administrative Officer V	Mun. Treasurer's Office
MARILOU M. AMORA	Administrative Officer V	Mun. Civil Registrar's Office
ALMERITA I. TECSON	Administrative Assistant II	MSWDO
DR. ALDIN P. GAGATAM, RN	Assistant Mun. Health Officer	Municipal Health Office
DENNIS C. RAMO, Ph.D.	Agriculturist II	Mun. Agriculture Office
JONNAVIL N. MALNEGRO, RN	LDRRMO II	Municipal DRRM Office
DEMETRIA S. BALUIS, MPA	Administrative Assistant III	MENRO
JOSE LEMUEL A. GABATO	Administrative Assistant II	Mun. Administrator's Office

B. FOR SANGGUNIANG BAYAN

Vice Chairperson - Committee on Finance
Vice Chairperson - Committee on Labor and Employment

C. FIRST AND SECOND LEVEL REPRESENTATIVES

ROSIE S. RABI Administrative Officer IV Second Level
MARIA VIRGINIA L. MAGSINO Administrative Assistant III First Level

SECTION III. DUTIES AND RESPONSIBILITIES

A. APPOINTING AUTHORITY

1. Assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position;
2. Appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment qualifications/competence as evidenced by the comparative ranking;
3. Issue appointment in accordance with the provisions of the agency's merit selection plan.

B. MEMBERS OF THE HRMPSB

1. Shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidates;
2. Shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved agency MSP and shall recommend to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position;
3. Adopt a formal screening procedure and formulate criteria for evaluation of candidates for appointment taking into consideration of the following:
 - Reasonable and valid standards and methods of evaluating the competence and qualification of applicants competing for a particular position;
 - Criteria for evaluation of qualification of applicants for appointment must suit to the job requirements of the position applied for.
4. Evaluate and deliberate en banc the qualifications of candidates for appointment reflected in the applicant's profile;
5. Conduct background investigation of applicants with previous employment from other companies/agencies through the HRMO/Secretariat for consideration and appropriate action by the appointing authority;

C. SECRETARIAT

1. Provide technical and administrative support services to the HRMPSB, to efficiently carry out its mandated such as but not limited to the comparative assessment and final evaluation of candidates;
2. Evaluate and analyze the results of structured background investigation and written examination of all applicants for both category level and prepare summary report for consideration and evaluation of the appointing authority;
3. Prepare minutes of proceedings and deliberations made by the HRMPSB in the course of its meetings, screening process and assessment of candidates;
4. Maintain records of deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the Civil Service Commission; and
5. Keep custody of all files and records of the HRMPSB of the concerned agency.

SECTION IV. EFFECTIVITY. This Order shall take effect immediately and shall remain in full force unless otherwise amended, modified and repealed accordingly

DONE this 4th day of February, 2022 at Monkayo, Davao de Oro


RAMIL L. GENTUGAYA
Municipal Mayor