

OFFICE OF THE CITY COUNCILOR
ATTY. DENNIS A. SANDIAGO



Republic of the Philippines
Province of Bulacan
CITY OF MALOLOS

City Government Of Malolos
City Human Resource Management Office

Received: _____
Date: 7-26-22
4:00 PM

BY: Ferson
DATE: 7-26-22

RECEIVED BY: JC
UMO 7/26

OFFICE OF THE CITY MAYOR

CITY ADMINISTRATOR'S OFFICE
RECEIVED
DATE: 7-26-22
BY: Amer
TEL. NO. 4:40pm

RECEIVED
BY: Norie
DATE: 7-26-22
TIME: 4:54 PM

OFFICE OF THE GOVERNOR
HON. ROBERTO B. FERONAN
RECEIVED BY: Ran
DATE: August 2, 2022
TIME: 3:35 PM

EXECUTIVE ORDER NO. 15.
SERIES 2022

AN EXECUTIVE ORDER CREATING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) IN THE CITY GOVERNMENT OF MALOLOS, ITS COMPOSITION AND FUNCTIONS

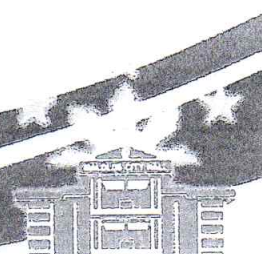
WHEREAS, the Personnel Selection Board (PSB) of the City Government of Malolos was established in 1999 and thereafter continuously re-established for years to provide assistance to the appointing authorities in the recruitment, selection and promotion of city government personnel;

WHEREAS, Rule IX, Section 88 of Civil Service Commission Memorandum Circular No. 24, series of 2017 dated August 24, 2017 "2017 Omnibus Rules on Appointments and other Human Resource adopted and promulgated through CSC Resolution No. 1701009 dated June 16, 2017 requires the creation of the Human Resource Merit Promotion and Selection Board (HRMPSB);

WHEREAS, there is a need to establish in the HRMPSB to comprehensively respond to updated personnel recruitment, selection and promotion process in the city government;

NOW, THEREFORE, I, ATTY. CHRISTIAN D. NATIVIDAD, City Mayor of the City of Malolos, Bulacan, by virtue of the powers vested in me by existing and applicable law, do hereby order the creation of the Human Resource Merit Promotion and Selection Board (HRMPSB).

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SECTION I. COMPOSITION. Human Resource Merit and Selection Board (HRMPSB).

Chairpersons:

Executive

ATTY. CHRISTIAN D. NATIVIDAD

City Mayor

or

MR. JOEL S. EUGENIO

City Administrator

Legislative

HON. MIGUEL ALBERTO T. BAUTISTA

City Vice Mayor

or

his duly Authorized Representative

Members:

HON. DENNIS D. SAN DIEGO

Chairman, Committee on Labor and Employment

Head of organizational unit where vacancy exits, or his/her designated alternate

City Human Resource Management Officer

or

Supervising Administrative Officer (HRMOIV)

directly responsible for recruitment, selection and placement, or his/her designated alternate

First Level Employee (Regular) selected by SAMAKA-PLM

First Level Employee (Alternate) selected by SAMAKA-PLM

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**Second Level Employee (Regular) selected by
SAMAKA-PLM**

**Second Level Employee (Alternate) selected by
SAMAKA-PLM**

SECTION II. FUNCTIONS AND RESPONSIBILITIES. The Human Resource Merit and Selection Board (HRMPSB) shall exercise the following functions:

- a. Adopt a formal screening procedure and formulate the criteria for evaluation of candidates for appointment, taking into account the following:
 - a.1. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applications competing for a particular position;
 - a.2. Suitable criteria for evaluation of qualifications of applicants for appointment and of the job requirements of position in question;
- b. Disseminate the screening procedure and selection criteria aforementioned to all agency officials, employees, and interested applicants. Any modification thereof shall likewise be properly disseminated;
- c. Prepare a systematic assessment of the competence and qualifications of candidates for appointment, and maintain fairness and impartiality in the assessment of candidates. Towards this end, the Board may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;

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- d. Evaluate and deliberate en banc on the qualifications of those listed in the selection line-up;
- e. Submit the list of candidates recommended from which the appointing officer or authority shall choose the applicant to be appointed. The list of recommended candidates shall specify the top five (5) ranking candidates deemed most qualified for appointment to the vacant position. (*Section 85, 2017 ORAOHRA*)
- f. Maintain the records of the deliberations which must be made accessible to interested parties upon written request for inspection and audit by the Civil Service Commission (CSC); and
- g. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Board.

SECTION III. SECRETARIAT. The Office of the Human Resource Management Officer shall serve as the secretariat of the Human Resource Merit and Selection Board (HRMPSB).

SECTION IV. SEPARABILITY CLAUSE. If any provision of this Act is declared unconstitutional or invalid, such parts or portions not affected thereby shall remain in full force and effect.

SECTION V. REPEALING CLAUSE. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

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SECTION VI. DISSEMINATION. A copy of this Executive Order shall be furnished to the Office of the Provincial Governor, for its information and guidance pursuant to Section 455 (1) (xii) or R.A. 7160, as amended, and shall be posted in the City Government of Malolos' official website.

SECTION VII. EFFECTIVITY

The Executive Order shall take effect immediately upon signing.

SO ORDERED.

Signed in the City of Malolos, Bulacan this 26 day of July 2022.


ATTY. CHRISTIAN B. NATIVIDAD
City Mayor

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