



Republic of the Philippines  
City Government of Muntinlupa  
CITY OF MUNTINLUPA  
Office of the City Mayor



Executive Order No. **16**  
Series of 2018

**PROVIDING FOR THE CREATION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD FOR EXECUTIVE AND MANAGERIAL POSITIONS OF THE CITY OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

**WHEREAS**, Section 455 (b) (1) (v) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the City Mayor shall "(a)ppoint all officials and employees whose salaries and wages are wholly or mainly paid out of city funds and whose appointments are not otherwise provided for in this Code, as well as those he may be authorized by law to appoint;"

**WHEREAS**, Section 9, Rule VI (Promotion) of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws mandates the Creation of the Selection/Promotion Board in every department and agency, including local government units, which shall, among others, be responsible for the adoption of a formal screening procedure and formulation of criteria for the evaluation of candidates for promotions;

**WHEREAS**, one of the highlights of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA) is renaming the Promotion and Selection Board (PSB) to Human Resource Merit Promotion and Selection Board (HRMPSB) with corresponding shift in role from assessorial to recommending body for appointment;

**WHEREAS**, Section 84 of the ORAOHRA provides that two (2) Human Resource Merit Promotion and Selection Boards shall be established in the agency - one for the first level and second level positions and another for the executive and managerial positions;

**WHEREAS**, the selection of employees for appointment in the government service shall be open to all qualified City Government employees, regardless of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, in accordance with principles of merit and fitness;

**NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa**, by virtue of the powers vested in me by law, do hereby decree and ordain that:

Section 1. Creation and Composition.

The Human Resource Merit Promotion and Selection Board for Executive and Managerial Positions (the Board, *for brevity*) is hereby created, and it shall be composed of the following individuals with their respective designations, namely:



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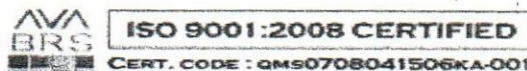
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|----|-------------------------------------------------------------------------|--------------|
| a. | Engr. Allan A. Cachuela,<br>City Administrator                          | Chairperson; |
| b. | Atty. Roderick B. Tagnia,<br>City Human Resources Management Department | Member;      |
| c. | En.P. Noel A. Cadorna,<br>City Planning and Development Office          | Member;      |
| d. | Elizabeth A. Gaviola,<br>City Human Resources Management Department     | Member;      |
| e. | Rebecca P. Ramos,<br>City Human Resources Management Department         | Member.      |

In the event that any member above-named becomes incapacitated, resigns, is removed or transferred from office, or is in any similarly-situated circumstance, the successor duly appointed shall take over his or her place without need for the issuance of another order.

Section 2. Functions.

The Board shall perform the following functions, namely:

- a. Adopt a formal screening procedure and formulate the criteria for the 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 applicants competing for a particular position;
  - a.2 Suitable criteria for evaluation of the qualifications of applicants for appointment and of the job requirements of the 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;
- 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



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candidates shall specify the top five 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);
- 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 3. Secretariat.

The Recruitment and Placement Division of the City Human Resources Management Department shall perform support function to the Secretary and Assistant Secretary of the Board. Members of the division shall perform comparative assessment and final evaluation of all candidates. They shall likewise evaluate and analyze results of the structured background investigation for second level, supervisory and executive and managerial positions.

Moreover, the Secretariat shall ensure the compliance of the Board to its functions, as defined herein; set its periodic meetings; provide the venue thereof and attendant logistical requisites; write down, record and disseminate to all concerned the minutes of each meeting; and follow through with all related government departments, offices and agencies and with private groups or individuals, if warranted.

Section 4. Allowance.

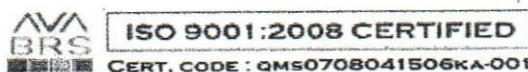
Subject to availability of funds and compliance to all pertinent laws, rules and regulations, the members of the Board may receive allowance. Attendance to every meeting shall be a prerequisite and shall be attached to the minutes of the meeting.

Section 5. Effectivity.

This Executive Order shall take effect immediately upon signing and shall remain in full force until revoked, rescinded, amended or superseded accordingly.

**DONE AND EXECUTED** on this 18<sup>th</sup> day of May 2018 in the City of Muntinlupa.

**JAIME R. FRESNEDI**  
City Mayor



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