



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



EXECUTIVE ORDER NO. 10
Series of 2019

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 15, SERIES OF 2016,
WHICH AMENDED EXECUTIVE ORDER NO. 09, SERIES OF 2014, ON THE CREATION OF
THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD 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, the Merit Selection and Promotion Plan is provided for pursuant to the provisions of Section 32, Book V of the Administrative Code of 1987 (Executive Order No. 292), Civil Service Commission (CSC) Circular No. 3, series of 1979, as amended by CSC Memorandum Circular No. 18, series of 1988 and CSC Memorandum Circular No. 38, series of 1989, as further amended by CSC Memorandum Circular No. 40, series of 1998, CSC Memorandum Circular No. 15, series of 1999, CSC Memorandum Circular No. 03, series of 2001, and Resolution No. 1701009 (2017 Omnibus Rules on Appointments and Other Human Resource Actions), as amended by CSC Resolution No. 1800692;

WHEREAS, the selection of employees for appointment in the government service shall be open to all qualified City Government employees, regardless of gender, civil status, disability, religion, ethnicity or political application, according to the principles of merit and fitness;

WHEREAS, the selection and promotion plan shall cover positions in the first and second levels and shall include original appointments and other related human resource actions;

WHEREAS, any vacancy in the first and second level positions, applicants for employment who are competent and qualified and who possess appropriate Civil Service eligibility shall be considered for permanent appointment; likewise, applicants for the positions of Department Head and Assistant Department Head who possess executive and managerial competence shall be considered for appointment;

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WHEREAS, recent movements in employment necessitate changes in the composition thereof, necessitating the amendment of Executive Order No. 15, Series of 2016;

NOW, THEREFORE, I, JAIME R. FRESNEDI, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Creation and Composition.

The Human Resource Merit Promotion and Selection Board (HRMPSB, *for brevity*) of the City of Muntinlupa is hereby created and shall be composed of the following with the corresponding designations, namely:

- | | | | |
|------|--|---|-------------------|
| a.1. | Engr. Allan A. Cachuela,
City Administrator | : | Chairperson; |
| a.2. | Vice Mayor Artemio A. Simundac,
Presiding Officer, Sangguniang Panlungsod,
or his Authorized Representative, when the vacant
position is in his office or is in relation to the
Sangguniang Panlungsod | : | Chairperson; |
| b. | Louisito A. Arciaga, Chairperson,
Committee on Personnel Administration,
Sangguniang Panlungsod | : | Vice Chairperson; |
| c. | Head of the Office where vacancy exists | : | Member; |
| d. | Atty. Roderick B. Tagnia,
City Human Resources Management Department | : | Member; |
| e. | Jose David Adriano,
City Planning and Development Office
Second Level Representative | : | Member; |
| f. | Cecille P. Sontillano,
Office of the City Administrator,
First Level Representative | : | Member. |

Section 2. Functions.

Pursuant to the Civil Service Commission (CSC) Resolution No. 1701009 (2017 Omnibus Rules on Appointments and Other Human Resource Actions), as amended by the CSC Resolution No. 1800692, the HRMPSB shall perform the following functions, namely:

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- a. Assist the appointing officer or authority, which, in this case, is the Local Chief Executive, in the judicious and objective selection of candidates for appointment, other human resource actions, and other tasks as may be delegated by the appointing authority; Provided, that the final decision remains with the appointing authority. As such, whenever practicable and applicable, the HRMPSB shall submit to the appointing authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position;
- b. Ensure equal opportunity for men and women, as far as practicable, to be considered in the vacant positions;
- c. Recommend to the appointing authority additions in the composition thereof, subject to compliance with requirements with existing laws and rules; Provided that in no instance shall it be composed entirely of members of the Sangguniang Panlungsod;
- d. Undergo orientation and workshop on the selection and promotion process and policies on appointments of the CSC;
- e. Maintain fairness and impartiality in the assessment of candidates for appointment, and, towards this end, may secure the assistance of external or independent resources person/s and may initiate innovative schemes in determining the best and most qualified candidate;
- f. Comply faithfully with the procedures set forth by the CSC;
- g. Perform such other functions as may be handed down by competent authority or as may be necessary in the accomplishment of the foregoing.

Section 3. Secretariat.

The Recruitment and Placement Division of the City Human Resources Management Department (CHRMD) shall perform the work of the Secretariat of the HRMPSB and provide technical support thereto. Moreover, it shall conduct (a) written examination and background investigation of applicants, (b) comparative assessment, (c) final evaluation of candidates, (d) evaluate and analyze results of structured investigation, among others. The Secretariat shall be composed of Ms. Elizabeth A. Gaviola and Ms. Rebeca P. Ramos. Likewise, the Secretariat shall ensure the compliance of the HRMPSB to the foregoing functions, set the periodic meetings thereof, provide the meeting venue and related logistical support, write down, record and disseminate to all concerned the minutes of each meeting and shall follow through with all sought assistance from related government departments, offices or agencies.

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Section 4. Compensation.

Membership in the HRMPSB is a civic duty. Attendance at every meeting shall be compulsory and shall be a prerequisite for receipt of the honorarium. The proof of attendance shall be attached to the minutes of the meeting for auditing purpose.



Section 5. Repealing Clause.

Any order or similar directive inconsistent with any provision found herein shall be deemed revoked, rescinded, amended or superseded accordingly.

Section 6. Effectivity Clause.

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

DONE AND EXECUTED on this 01st day of July 2019 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor 

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