



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



EXECUTIVE ORDER No. 12
Series of 2017

**PROVIDING FOR THE CREATION OF THE FACULTY SELECTION BOARD OF THE
PAMANTASAN NG LUNGSOD NG MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS**

WHEREAS, Section 32, Book V of the Administrative Code of 1987; Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, Series of 1979, as amended by CSC MC No. 18, s. 1988 and CSC MC No. 38, s. 1989, as further amended by CSC MC No. 40, s. 1998; CSC MC No. 15, s. 1999; CSC MC No. 8, s. 1999; and CSC MC No. 3, s. 2001; Department of Budget and Management National Budget Circular No. 461; and the Individual School Merit Promotion Plan of the Association of Local Colleges and Universities (ALCU), the ALCU Unified Merit System is established for the guidance of all local colleges and universities, including the Pamantasan ng Lungsod ng Muntinlupa;"

WHEREAS, the ALCU Unified Merit System for Faculty Members of the Pamantasan ng Lungsod ng Muntinlupa (PLMun) was adopted by the Board of Regents, PLMun, and was approved on 26 May 2017 by Judith Dongallo-Chicano, Director for National Capital Region of the CSC;"

WHEREAS, there is a necessity to create a Faculty Selection Board, incorporated in the provisions of the aforementioned Unified Merit System, in order to effectively address all concerns related to the hiring and promotion of teaching personnel, ensuring quality education, promoting transparency and meritocracy and aligning all efforts together with other local colleges and universities;

NOW, THEREFORE, I, Atty. JAIME R. FRESNEDI, Mayor of the City of Muntinlupa, by virtue of the powers vested in me by law do hereby ordain the following, namely:

Section 1. Creation and Composition.

The Faculty Selection Board of the Pamantasan ng Lungsod ng Muntinlupa (FSB, PLMun, *for brevity*) is hereby created and it shall be composed of the following individuals, namely:

- | | | |
|----|--|--------------|
| a. | Vice President for Academic Affairs, PLMun | Chairperson; |
| b. | City Administrator | Member; |
| c. | College Dean where the vacancy exists | Member; |
| d. | President of the Faculty Association of PLMun,
duly accredited by the CSC | Member; |





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- e. Ranking Faculty Member, chosen by PLMun President Member;
- f. Head of the Department to which appointee will be assigned Member; and
- g. Ranking Professor, whose specialization is in line with the nature of the teaching position to be filled, and who shall be chosen by the head of the college or department needing such expertise. Member

Section 2. Functions.

The FSB, PLMun shall perform the following functions, be it in the nature of appointment or promotion, which includes upgrading and reclassification of positions and ranks namely:

- a. assist the PLMun President in selecting applicants or candidates for recommendation to the governing board, who shall appoint or confirm the appointment of faculty members to positions and/or ranks;
- b. ensure transparency, as much as possible, in all its activities and decisions;
- c. make a systematic assessment of the competence and qualifications of candidates for appointment to the corresponding level or position, evaluate and deliberate *en banc* the qualifications of those listed in the selection line-up, using the following formula:
 - 40% Competence and Qualifications
 - 60% Panel Interview, Teaching Demonstration and Written Examination;
- d. submit a comprehensive evaluation report of all the candidates, which shall include not only whether the candidate meets the qualification, but also observations and comments from each member thereof on the competence of the candidates and other qualifications important in the carrying out of the duties and responsibilities of the position to be filled and the ranking of all candidates, for appointment to the City Human Resources Management Department (CHRMD), which shall endorse the same report to the City Mayor. The City Mayor shall consider these observations and comments;
- e. perform such other functions as may be prescribed by competent authority or as necessary to accomplish the foregoing.

The FSB, PLMun shall form part of a bigger selection process. All other processes, from the Human Resource Development and Management Office of PLMun, to the University President, to the Board of Regents shall be governed by the ALCU Unified Merit System.

Section 3. Secretariat.

The FSB, PLMun Secretariat shall be composed of staff members of the Human Resource Development and Management Office of PLMun. The Secretariat shall be responsible for





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continuously updating the inventory of all vacant positions; coordinating with the department chairperson or head in determining qualified insiders for appointment; reporting the same to the CHRMD; sending notices of meetings; facilitating logistical requirements for meetings, including setting of venue; writing and keeping records of the proceedings of the meetings; maintaining records for inspection and audit by the CSC; and preparing and recording all correspondences.

Section 4. Repealing Clause.

Any provision in an order, directive, memorandum or similarly-situated issuance found contrary to this order shall be deemed repealed, amended, rescinded or revoked accordingly.

Section 5. Effectivity.

This Executive Order shall take effect immediately and shall remain in force and effect unless otherwise amended, repealed or superseded.

DONE AND EXECUTED on this 16th day of JUNE 2017 in the City of Muntinlupa.

ATTY. JAIME R. FRESNEDI
City Mayor



YAN ANG TAMAYAN ANG MUNTINLUPA!

