



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



EXECUTIVE ORDER NO. 15
Series of 2016

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 09, SERIES OF 2014, ON
THE PERSONNEL SELECTION AND PROMOTION BOARD TEAM 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;

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 personnel 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;

WHEREAS, recent movements in personnel necessitate changes in the composition thereof;



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NOW, THEREFORE, I, **ATTY. 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 Personnel Selection and Promotion Board Team (PSPBT, *for brevity*) of the City of Muntinlupa is created and shall be composed of the following with the corresponding designations, namely:

1. **Engr. Allan A. Cachuela**, City Administrator : Chairperson;
2. **Louisito A. Arciaga**, Chairman, Committee on Personnel Administration, Sangguniang Panlungsod : Vice Chairperson;
3. **Glenda Zamora-Aniñon**, OIC, City Human Resources Management Department : Member;
4. **Elizabeth Gaviola** : Secretary;
5. **Crispin C. Ambanloc, Jr.** : First Level Representative;
6. **Ruby B. Gapuz** : Second Level Representative.

Section 2. Functions.

1. Establish a system, consistent with Civil Service Commission (CSC) Rules and Regulations, following strict observance of the merit, fitness and equality principles in the selection and appointment of employees to career and non-career service positions in the first and second levels;
2. Create a system for the faithful compliance of the executive and managerial competence standards in the selection and appointment of Department Head and Assistant Department Head;
3. Design, initiate and implement equal opportunities for employment to all qualified men and women in the government service and for their respective career advancement;
4. Recommend to the Chief Executive, subject to existing laws, rules and regulations, programs for the accomplishment of the foregoing; and
5. Perform other functions as may be necessary to achieve the foregoing.



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Section 3. Secretariat.

The Secretariat of the PSPBT shall come from the staff members of the City Human Resources Management Department with Elizabeth Gaviola as the Secretary. The Secretariat shall ensure the compliance of the PSPBT to the foregoing functions, set its periodic meetings, provide the meeting venue and related logistical support, shall 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.

Section 4. Compensation.

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

This Executive Order shall take effect immediately.

DONE AND EXECUTED on this 10th day of AUGUST 2016 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
City Mayor *at*



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