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REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Tanggapan ng Punonglungsod

EXECUTIVE ORDER No. 43
Series of 2022-B

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 09, SERIES OF 2014,
EXECUTIVE ORDER NO. 15, SERIES OF 2016,
EXECUTIVE ORDER NO. 10, SERIES OF 2019,
ON THE RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD OF THE CITY GOVERNMENT OF MUNTINLUPA,
ITS RECOMPOSITION 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 under 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 2011, 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 appointments; 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 employment necessitate changes in the composition thereof, necessitating the amendment of Executive Order No. 10, Series of 2019;



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NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Reconstitution and Re-composition.

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

- | | | | |
|-----|---|---|-------------------|
| (a) | Engr. Allan A. Cachuela,
City Administrator | : | Chairperson; |
| (b) | Artemio A. Simundac,
or his authorized representative, if the vacant
position is in the Office of the City Vice Mayor,
or is in the Sangguniang Panlungsod | : | Vice Chairperson; |
| (c) | Rachel Katriel Ann C. Arciaga,
Committee of Personnel Administration,
Sangguniang Panlungsod | : | Member; |
| (d) | Head of the Office where the vacancy exists,
or his/her designated alternate | : | Member; |
| (e) | Elizabeth Agdon-Gaviola
City Human Resources Management Department | : | Member; |
| (f) | Cecille P. Sontillano,
Office of the City Administrator
First Level Representative | : | Member; |
| (g) | Concepcion S. Llagas,
Social Services Department
Alternate - First Level Representative | : | Member; |
| (h) | Jay A. Espeleta,
Office of the City Health Officer
Second Level Representative | : | Member; |
| (i) | Remar C. Aquino
City Zoning Administration Office
Alternate - Second Level Representative | : | Member. |

The first level representative, or alternate representative in the absence of the former, shall participate during the screening of candidates for vacancies in the first level; likewise, the second level representative, or alternate in the absence of the former, shall participate in the screening of candidates for vacancies in the second level.



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Section 2. Functions.

Pursuant to 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:

- (a) Assist the appointing officer or authority, which, in this case, is the City Mayor, 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 to requirements provided by 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 on the 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 resource 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; and
- (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 and Resources Department (CHRMD) shall perform the work of the Secretariat of the HRMPSB, and shall 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 likewise perform issuances of Notice of Meeting; logistical support to every meeting; writing down, sending out and filing of Minutes of Meeting; writing down, sending out and filing of correspondence; handling administrative matters; among others.



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The Secretariat shall be composed of Rebeca P. Ramos and Lorraine Anne P. Reyes.

Section 4. Honorarium.

Pursuant to City Ordinance No. 2022-332, subject to availability of funds, and subject to sound accounting and auditing processes, HRMPSB Members shall receive the amount of One Thousand (Php 1,000.00) Pesos and Secretariat Members the amount of Seven Hundred (Php 700.00) Pesos, as honorarium, for every meeting duly attended, *Provided, however*, the number of meetings does not exceed four (4) in a month. The proof of attendance shall be attached to the minutes of the meeting for such purpose.

Section 5. Repealing Clause.

Any order or directive inconsistent with provision found herein shall be deemed repealed, revoked, or amended accordingly.

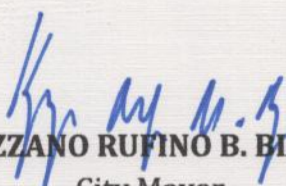
Section 6. Separability Clause.

In the event any provision found herein shall be judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 7. Effectivity Clause.

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

DONE AND EXECUTED on this 17th day of October 2022 in the City of Muntinlupa.


ROZZANO RUFINO B. BIAZON
City Mayor 