



**EXECUTIVE ORDER NO. 029**  
**Series of 2022**

**AMENDING THE COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPB) OF THE LOCAL GOVERNMENT UNIT OF MARCOS, ILOCOS NORTE**

WHEREAS, Section 00 (b) of the Local Government Code of 1991 or Republic Act 7160 provides that, "There shall be established in every province, city or municipality a Personnel Selection Board to assist the Local Chief Executive, or where applicable, the Vice Mayor if the vacancy is in the Office of the Sangguniang Bayan, in the judicious and objective selection or personnel for employment as well as for promotion, and in the formulation of such policies as would contribute to employee welfare";

WHEREAS, The Civil Service Commission has recently promulgated a resolution dated June 16, 2017, adopting a new Omnibus Rules on Appointments and Other Human Resource Action (ORA-OHRA);

WHEREAS, the 2017 ORA-OHRA established the Human Resource Merit Promotion and recommending body for appointment;

WHEREAS, under the provision of the said ORA-OHRA, the HRMPSB shall now serve as the recommending body for appointment;

WHEREAS, there is a need to amend the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) to replace members who no longer represent their office as a result of the National and Local Elections last May 9, 2022.

**WHEREFORE**, premises considered and by virtue of the powers vested in me under the laws of the Republic of the Philippines, **I, ANTONIO V. MARIANO**, Municipal Mayor of the Municipality of Marcos, Ilocos Norte, do hereby order the following:

**Section 1.** Composition. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following:

Chairperson:

FOR THE EXECUTIVE BRANCH:

**HON. ANTONIO V. MARIANO**, Municipal Mayor or his duly authorized representative

FOR THE LEGISLATIVE BRANCH where the vacancy exists:

**HON. RHONEL ALLAN M. COLOMA**, Vice Mayor or his duly authorized representative

Members:

**MARK CHRISTIAN A. RASALAN**, Municipal Accountant/HRMO – Designate or his duly authorized representative  
Head of Office where the vacancy exists or his/her designate alternate  
**IMELDA C. MANUEL**, Municipal Treasurer/Managerial Level (Regular)  
**MAGNA R. MACALMA**, MBO, Executive/Managerial Level (Regular)  
**CESAR B. CARULLO**, MHO, Executive/Managerial Level (Alternate)  
**ANGELITO A. RAQUEL**, LDRRMO, 2<sup>nd</sup> Level Representative (Regular)  
**GLADIES A. VILLANUEVA**, AT, ~ 2<sup>nd</sup> Level Representative (Alternate)  
**MARLYN DESIREE GACULA**, PPW II, 1<sup>st</sup> Level Representative (Regular)  
**JENIFFER DELA CRUZ**, Administrative Assistant, 1<sup>st</sup> Level Representative (Alternate)

**Section 2. Functions of the HRMPSB.** The HRMPSB for first and second levels shall have the following functions and responsibilities:





1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
  - a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
  - b. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
2. Disseminate screening procedure and criteria for selection to all agency officials, employees, and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated.
3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidates.
4. Evaluate and deliberate en banc the qualifications of those listed in the selection line-up.
5. Submit the list of candidates for appointment from which the appointing authority shall choose the applicant to be appointed.

The list of candidates should specify the top five ranking candidates whose overall point scores are comparatively at par based on the comparative assessment.

6. Maintain records of the deliberations, which must be made accessible to interested parties upon written request and for inspection and audit by the CSC.
7. Orient the officials and employees in the LGU – MARCOS pertaining to policies relative to personnel actions, including the gender and development dimensions of the MSP.

**Section 3. Repealing Clause.** All executive orders, proclamations, rules, regulations, previous issuances, or parts thereof inconsistent with the provisions of this Order are hereby repealed, amended, and modified accordingly.

**Section 4. Effectivity.** This Executive Order shall take effect immediately.

DONE in the Municipality of Marcos, Ilocos Norte, this 17<sup>th</sup> day of August 2022.

**HON. ANTONIO V. MARIANO**  
Municipal Mayor

