



EXECUTIVE ORDER NO. 017  
Series of 2023

**REORGANIZING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE LOCAL GOVERNMENT UNIT OF MARCOS, ILOCOS NORTE**

WHEREAS, Section 80(b) of the Local Government Code of 1991 or R.A. 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 Sanggunian, in the judicious and objective selection of 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 Selection Board (HRMPSB) to replace the old Personnel Selection Board (PSB);

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

WHEREAS, this Executive Order is in accordance with the SB Resolution No. 11-2021-732 entitled, "To Designate the Composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Municipality of Marcos, Ilocos Norte".

**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.** Reorganizing the Human Resource Merit Promotion and Selection Board (HRMPSB). – The 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 vacancy exists:

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

Members:

**JENNIFER DELA CRUZ**, Administrative Officer IV/HRMO – or her duly authorized representative

Head of Office where vacancy exists or his/her designated alternate

**MAGNA R. MACALMA**, MBO, Executive/ Managerial Level (Regular)

**DONNA BLESS A. ISAAC**, MPDC, Executive/Managerial Level (Regular)

**MARK CHRISTIAN A. RASALAN**, Municipal Accountant, Executive / Managerial Level (Alternate)

**ANGELITO A. RAQUEL**, LDRRMO, 2nd Level Representative (Regular)

**GLADIES A. VILLANUEVA**, AT, - 2nd Level Representative (Alternate)

**MARLYN DESIREE GACULA**, PPW II, 1st Level Representative (Regular)

**ROSEMARIE C. SABLOT**, Administrative Aide, 1st Level Representative (Alternate)

Secretariat/Technical Support

**MARIE CHRISSELLE F. ABRIGADO**, Admin. Assistant II  
Staff of HRM Office







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

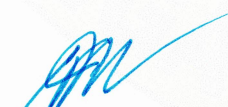
1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
  - a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
  - 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 and 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.
  - a. 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 April 2023.

So, ordered.

  
**ANTONIO V. MARIANO**  
Municipal Mayor

