



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 66

Series of 2025

AN ORDER RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD OF THE MUNICIPALITY OF BAYAMBANG, PANGASINAN

WHEREAS, Civil Service Commission (CSC) MC No. 14, s. 2018, the Commission prescribed the Revised Omnibus Rules on Appointments and Other Personnel Actions;

WHEREAS, the Commission, pursuant to CSC Resolution No. 1800692 dated July 3, 2018, approved the amendments and additional provisions to the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) to govern the preparation, submission of, and actions to be taken on appointments and other human resource movements and shall apply only to employees appointed to first and second level positions, including executive/managerial positions who are not presidential appointees, in the career service and to those appointed to the non-career service;

WHEREAS, under the same CSC Resolution, Rule IX, Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board:

Sec. 83. States that the Merit Selection Plan (MSP) shall cover positions in the first and second levels and shall also include original appointments and other related human resource actions.

There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation.

Sec. 84. Each agency may constitute two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB)- one for the first level positions and another for second level executive/managerial positions;

Sec. 85. THE HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointments in accordance with the approved Agency Merit Selection Plan (MSP).

Sec. 86. The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.

WHEREAS, there is a need to reorganize the human resource merit promotion and selection board to give it a renewed mandate and to update its membership;

"Baley ko, Pawilen ko, Aroen ko, tan Tulungan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS

April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M

April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bari, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR

Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
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Follow strictly the process on the selection of candidate/s for appointment in the government service;

Submit an evaluation report of candidate/s screened for appointment to the Human Resource Management Office (HRMO) so that the appointing authority will be guided in choosing the candidate/s who can efficiently discharge the duties and responsibilities of the position to be filled. The applicant score sheet for promotion/new applicant should not only specify if the candidate/s meet the Qualification Standards of the position but also include performance (for promotion), personality traits/psychosocial attributes and interview;

Comply with the policy on the three (3)-salary grade limitations on promotion. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification of position (MC No. 18, s. 2016);

Check the approved agency System of Ranking Positions (SRP) in identifying the next-in-rank position to be considered in filling a vacant position;

Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;

Provide information about the individual rating of a particular applicant upon a written request subject to the approval of the appointing authority;

Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the HRMPSB.

2. FOR THE EXECUTIVE AND MANAGERIAL POSITIONS

The HRMPSB for second level executive/managerial positions shall:

Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:

a.1 Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position;

a.2 Criteria for evaluation of qualifications of applicants for appointments must suit the job requirement of the position.

The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointments. Towards this end, the HRMPSB may employ assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate;

Primarily responsible for the judicious and objective selection of candidates for appointments in the Local Government Unit of Bayambang in accordance with the approved Merit Selection Plan and shall recommend to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position;

Submit an evaluation report of candidate/s screened for appointment to the Human Resource Management Office (HRMO) so that the appointing authority will be guided in choosing the candidate/s who can efficiently discharge the duties and responsibilities of the position to be filled. The applicant score sheet for promotion/new applicant should not only specify if the candidate/s meet the Qualification Standards of the position but also include performance (for promotion), personality traits/psychosocial attributes and interview;

Comply with the policy on the three (3)-salary grade limitations on promotion. This policy is intended to minimize possible abuse of discretion in the appointment process and to exercise greater scrutiny in the screening of candidates. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, reappointment and reclassification of position;

Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary;

Provide information about the individual rating of a particular applicant upon a written request subject to the approval of the appointing authority;

Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the HRMPSB.

SECTION III: MEETINGS AND QUORUM

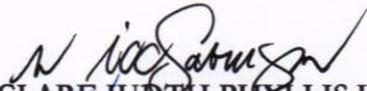
The HRMPSB shall meet as often as may be necessary to ensure proper disposition of all matters under its jurisdiction. Special meetings may be called by the chairperson or its duly authorized representative. In the absence of the chairperson, the members present constituting a quorum shall elect among themselves who may preside for such meeting only. But in cases where the presence of the chairperson is required by law, or rules and regulations of the board, the meeting must only be presided by the chairperson.

A quorum must be first established before an HRMPSB meeting commences. It shall constitute fifty percent (50%) of the members plus one (1) member.

SECTION IV. EFFECTIVITY:

The Executive Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued this 14th day of July 2025 at the Municipality of Bayambang, Pangasinan.


MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

