



Republic of the Philippines  
Province of Pangasinan  
MUNICIPALITY OF BAYAMBANG

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 156**

*Series of 2025*

**RECONSTITUTION OF 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 level 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 and second level positions and another for executive and managerial positions;

Sec. 85. THE HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment 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.

**NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**, Municipal Mayor, by virtue of the powers vested upon me by law, do

*"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 Bani, Bayambang  
Pangasinan, Philippines

**OFFICE OF THE MAYOR**  
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hereby order the Constituting Human Resource Merit Promotion and Selection Board (HRMPSB) in the Municipality of Bayambang, Pangasinan as follows:

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

**1. FOR THE FIRST AND SECOND LEVEL POSITIONS:**

**Chairperson:**

Municipal Mayor – **Hon. Mary Clare Judith Phyllis Jose- Quiambao**

Municipal Vice Mayor – **Hon. Ian Camille C. Sabangan** (if vacant position is in her Office or in the Sangguniang Bayan

**Members**

1. **Hon. Jose S. Ramos** – as SB Committee Chairman on Civil Service and Personnel
2. **Nora R. Zafra** – Municipal Government Department Head I (HRMO) – ex-officio member
3. **Joel V. Camacho** – 2<sup>nd</sup> Level Rank-and-File Representative  
**Gernalyn J. Santos** – Alternate member – 2<sup>nd</sup> Level Rank-and-File Representative
4. **Dennis Aldrin R. Malicdem** – President of Bayambang Employees Associaton
5. **Auralou V. Ramos** – 1<sup>st</sup> Level Rank-and-File Representative  
**Rodney Q. Maniquez**, Alternate Member - 1<sup>st</sup> Level Rank-and-File Representative
6. **Department Head where the vacancy occurs.**

**2. FOR THE EXECUTIVE AND MANAGERIAL POSITIONS**

**Chairperson:**

Municipal Mayor – **Hon. Mary Clare Judith Phyllis Jose- Quiambao**

Municipal Vice Mayor – **Hon. Ian Camille C. Sabangan** (if vacant position is in her Office or in the Sangguniang Bayan

**Members:**

**Atty. Rodelynn Rajini S. Vidad**, Municipal Administrator

**Nora R. Zafra**, Municipal Government Department Head I (HRMO)

**Marie Christine V. Bautista**, Municipal Government  
Department Head I (Municipal Budget Officer)

**Ricky V. Bulalakaw**, OIC- Municipal Planning and  
Development Officer

**Dra. Paz F. Vallo**, Municipal Health Officer

**Joel V. Camacho** – SB Secretary

## **Sec II: DUTIES AND FUNCTIONS**

### **1. FOR THE FIRST AND SECOND LEVEL POSITIONS**

The 1<sup>st</sup> and 2<sup>nd</sup> level HRMPSB shall discharge the following functions and duties:

- a. Follow strictly the process on the selection of candidate/s for appointment in the government service;
- b. Submit 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;
- c. Comply with the policy on the three (3)-salary grade limitation 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);
- d. 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;
- e. Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority;
- f. 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:

- a. Adopt a formal screening procedure and formulate criteria for the evaluation of candidate 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 appointment must suit the job requirement of the position.
- b. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. 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;
- c. Primarily responsible for the judicious and objective selection of candidates for appointment 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;
- d. Submit 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;
- e. Comply with the policy on the three (3)-salary grade limitation 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;
- f. 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;
- g. Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority;



- h. 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 member 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 27<sup>th</sup> day of October 2025 at the Municipality of Bayambang, Pangasinan.*

**MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**  
*Municipal Mayor*

