



Republic of the Philippines
CITY GOVERNMENT OF GINGOOG
MISAMIS ORIENTAL

EXECUTIVE ORDER NO. 22
Series of 2020

**RECONSTITUTING THE COMPOSITION AND
OUTLINING THE ADDITIONAL FUNCTIONS OF THE
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB)
OF THE CITY GOVERNMENT OF GINGOOG**

WHEREAS, the City Government of Gingoog has been compliant with rules and regulations of the Civil Service Commission regarding public personnel administration as embodied in the Republic Act. No. 7160, known as the Local Government Code of 1991 and in the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (REVISED JULY 2018) per CSC Resolution Number 1800692 promulgated on July 3, 2018;

WHEREAS, as stipulated in the Civil Service Commission's Enhanced Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Maturity Level Indicators for Recruitment, Selection, and Placement (RSP), there is a need for the HRMPSB to perform additional functions to address specific RSP needs;

NOW THEREFORE, by virtue of the powers vested in me by Law, as City Mayor of Gingoog, I, **ERICK G. CAÑOSA**, do hereby outline the composition, duties and functions of the HRMPSB of the City Government of Gingoog, as follows;

A. COMPOSITION:

Chairperson	:	HON. ERICK G. CAÑOSA City Mayor
Members	:	Department Head / Head of the Office where the Vacancy / Vacancies to be filled exist
	:	MS. JESSIE F. REYES City Government Assistant Department Head I / Human Resource Management Officer
	:	ENGR. ULYSSES G. APDIAN Engineer IV / Gingoog City Government Employees Association (GCGEA) President

MS. IDA R. HURTADO
Admin. Officer IV (Mgt. & Audit Analyst II) /
Representative of Second Level Employees

MR. VIRGILIO B. ARANAS JR.
DEMO I /
Representative of First Level Employees

The **City Administrator** is the authorized representative of the chairperson to preside the HRMPSB meetings in the event that the Chairperson is attending to other official duties and functions.

B. DUTIES AND FUNCTIONS

The HRMPSB, as stipulated in the MC No.24, s.2017 also known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions with provisions stated in the CSC Resolution Number 1800692 promulgated on July 3, 2018, should perform the following duties and functions:

- 1) The HRMPSB shall assist the appointing officer / authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Merit Selection Plan (MSP).

The HRMPSB shall be primarily responsible in the selection of candidates for appointment in the agency in accordance with the approved Merit Selection Plan of the Local Government Unit of Gingoog City and shall submit to the appointing officer / authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

- 2) The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB. The HRM Office shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates.
- 3) The HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection / promotion process and CSC policies on appointments.
- 4) The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.
- 5) The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. 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 candidate.

The deliberation by the HRMPSB shall not be made earlier than fifteen (15) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved/invalidated.

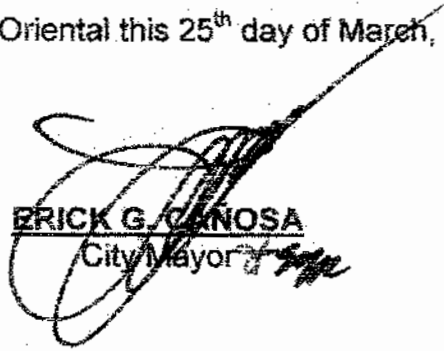
C. ADDITIONAL DUTIES AND FUNCTIONS

- 1) The HRMPSB shall formulate a screening criteria and guidelines for the selection and evaluation of candidates for appointment, taking into consideration of the following:
 - a. Equal Employment Opportunity Principle (EEO) promoting equal opportunity for everyone and attract diverse applicants regardless of gender, civil status, age, disability, ethnicity, religion, etc., to apply for vacant positions. All individuals are equal as human beings by virtue of the inherent dignity of each human person. No one, therefore, should suffer distinction and discrimination on the basis of ethnicity, gender, age, language, sexual orientation, race, color, religion, political, or other opinion, national, social, or geographical origin, disability, property, birth, or other status as established by human rights standards.
 - b. Standards and methods of evaluating the competence and qualifications of all applicants competing for all particular positions should be reasonable and valid.
 - c. Criteria for evaluation of the qualifications of applicants for appointment must suit the job requirements of the position.
- 2) The HRMPSB shall formulate the questionnaires for the Initial Qualifying Test and Promotional Test for applicants vying for vacant positions. The tests are additional human resource tools aside from the Civil Service Examinations to strengthen the overall recruitment, selection, promotion, and placement in the government service. The Initial Qualifying Test serves as a mechanism to filter applicants while the Promotional Test allows objective evaluation of applicants' readiness and competencies for promotion purpose. The tests shall incorporate questions which determine behavioral tendencies and personality profile of applicants.
- 3) The HRMPSB shall conduct Behavioral Event Interview (BEI) on the qualified applicants vying for vacant positions.
- 4) The HRMPSB through the HRMO shall spearhead orientation on the Recruitment, Selection, and Placement process, Merit Selection Plan, and customized screening criteria and guidelines on selection and evaluation of candidates for appointment.

Let copies of this Executive Order be furnished to all officials and employees concerned.

This order shall take effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Done in the City of Gingoog, Province of Misamis Oriental this 25th day of March, 2020.


ERICK G. CANOSA
City Mayor