



Republic of the Philippines
MIMAROPA Region
Province of Occidental Mindoro
OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 17
Series of 2023

AN ORDER PROVIDING FOR THE RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO

WHEREAS, it is the declared policy of the state to ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness;

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central human resource agency of the government, to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merits and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability;

WHEREAS, as expressly provided under Executive Order No. 292 or the Administrative Code of 1987, public office is a public trust and public officers and employees must at all times be accountable to the people;

WHEREAS, pursuant to Section 32, Book V of the said Code, CSC Memorandum Circular No. 3, series of 1979 as amended by CSC Memorandum Circular No. 18, series of 1983 and Memorandum Circular No. 24, series 2017 re: 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAORHA), a 2022 Provincial Government of Occidental Mindoro (PGOM) Merit Promotion and Selection Plan (MPSP) was created providing for the policies governing the qualifications and competency requirements in the deep selection, evaluation and assessment, hiring, recruitment, and promotion processes of the Human Resource Merit Promotion and Selection Boards (HRMPSBs) for both first (1st) and second (2nd) level positions including executive/managerial positions that include the original appointments who are not presidential appointees, in the career service and to those appointed to the non-career service;

WHEREAS, Office Order dated November 16, 2021 was issued by the Governor reconstituting the composition of the Human Resource Merit and Promotion Selection Board (HRMPSB) and delineating the duties and functions of the said body and its secretariat;

NOW THEREFORE, I, EDUARDO B. GADIANO, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the **RECONSTITUTION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO**:

"Ganado sa Serbisyo. Ganado sa Pagbabago!"

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SECTION 1. COMPOSITION. The HRMPSB shall be composed of the following:

Position	1 st and 2 nd Level Positions (Salary Grade 1-21)	2 nd Level Positions (Salary Grade 22-26)
Chairperson	Hon. EDUARDO B. GADIANO Governor or his representative: Engr. ALRIZZA C. ZUBIRI Asst. Provincial Agriculturist/ Acting Provincial Agriculturist (for Positions with Salary Grades 1-21) or Hon. ANECITA DIANA APIGO-TAYAG Vice- Governor <i>(if the position is under the Sangguniang Panlalawigan Office)</i> or her authorized representative	Hon. EDUARDO B. GADIANO Governor or his representative: Ms. MURIEL M. REGUINDING Provincial Administrator (for Position with Salary Grades 22- 26) or Hon. ANECITA DIANA APIGO-TAYAG Vice- Governor <i>(if the position is under the Sangguniang Panlalawigan Office)</i> or her authorized representative
Members	Hon. ALEX R. DEL VALLE SP Member/ Chairperson on Committee on Labor and Human Resource Development or his alternate: Hon. RYAN G. SIOSON SP Member/ Vice Chairperson on Committee on Labor and Human Resource Development	Hon. ALEX R. DEL VALLE SP Member/ Chairperson on Committee on Labor and Human Resource Development or his alternate: Hon. RYAN G. SIOSON SP Member/ Vice Chairperson on Committee on Labor and Human Resource Development
	Ms. MARIFE T. TAÑALA PGDH (PHRMO) or her alternate: Mr. JOHN REYNOLD V. MULINGBAYAN Supervising Administrative Officer (HRMO IV)	Ms. MARIFE T. TAÑALA PGDH (PHRMO) or her alternate: Mr. JOHN REYNOLD V. MULINGBAYAN Supervising Administrative Officer (HRMO IV)
	Department Head where the vacancy exists or his/her authorized representative	Department Head where the vacancy exists or his/her authorized representative
	Engr. JECESAR M. POLANCO Administrative Officer V/ 2 nd Level Employees Representative for positions with Salary Grades 11-21 or his alternate: Ms. GRACIA Z. FILLE Administrative Officer V	Mr. MANUEL T. TRIA, Jr. PGDH (PBO)/ 2 nd Level Employees' Representative for positions with Salary Grades 22-26 or his alternate: Engr. ANTHONY A. DANTIS PGDH (PPDC)

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	Ms. MA. ANGELIKA P. MERCENE Administrative Aide IV/ 1 st Level Employees Representative <i>or her alternate:</i> Ms. GERMELIE R. MENONG Local Disaster Risk Reduction Management Assistant	
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SECRETARIAT:

Head: **Ms. GLORIA P. MERCENE**
Administrative Officer V/OIC-Head,
Recruitment, Selection and Placement
Division, HRMO

Assistant Head: **Ms. HAZEL JOY E. TABUGA**
Administrative Officer II

Members:

Ms. JOYCE NIKKA P. DEL ROSARIO
Administrative Assistant II

Ms. SHARON B. BONIFACIO
Population Program Worker II,
Designated Staff, RSP Division, HRMO

Mr. RUEL Q. ADORA
Senior Administrative Assistant II

SECTION 2. FUNCTIONS AND RESPONSIBILITIES OF THE HRMP SB. The HRMP SB shall perform the following duties as prescribed under the 2017 ORAOHRA (Revised July, 2018):

1. Assist the appointing Officer/Authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP);
2. Follow strictly the process on the selection of employees for appointment in PGOM;
3. Check the approved PGOM's System of Ranking Positions (SRP) in identifying the next-in-rank positions to be considered in filling the vacant position; and
4. Through the Human Resource Management Office, make accessible the following information or documents upon written request: 1) Screening procedure and criteria selection, and its amendments; 2) Policies relative to personnel action, including the gender and development dimension of the Merit Promotion and Selection Plan; and 3) Approved PGOM's MPSP.

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Further, the HRMPSB is expected to perform the following additional roles as follows:

1. Develop the Agency's specific guidelines in the application of Equal Employment Opportunity Principle (EOOP);
2. Formulate customized screening criteria, guidelines and tools;
3. Develop tools that will track the efficiency of the RSP process;
4. Revisit periodically the approved PGOM's MPSP for possible improvement/amendments; and
5. Recommend amendments to the PGOM MPSP for approval of the Local Chief Executive.

SECTION 3. SECRETARIAT. The HRMPSB Secretariat shall have the following duties:

1. Receive applications to the vacancies, either through mail, email or walk-in submission and check the completeness of the requirements (application letter together with Personal Data Sheet (PDS), Performance Rating, Photocopy of Certificate of Eligibility/Training/License, and Photocopy of Transcript of Records) and data submitted by the applicants;
2. Based on evaluation made, inform the applicants on the status of their qualifications and provide information on the next steps to be done. In case of deficiency, provide/send reply with advice or instructions to comply;
3. List applicants aspiring for the vacant position, either from within or outside the PGOM, including qualified next-in-rank employees;
4. Prepare and submit the selection line-up to the HRMPSB for preliminary evaluation which reflect the comparative competence and qualification of candidates;
5. Assist the HRMPSB during the conduct of preliminary evaluation/shortlisting and deliberation of the qualifications on those listed in the line-up;
6. Administer the written test/skills test to the applicants and submit result to HRMPSB as basis for evaluation;
7. Prepare the comparative assessment form of the applicants;
8. Conduct background investigation through random interview on the conduct of financial and behavioral standards of the candidates;
9. Prepare the Minutes of Meetings of the HRMPSB; and
5. Ensure that the minutes of all deliberations are recorded, properly filed, and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary.

It is to be noted however, that this does not entail any increase in their salary and other remuneration.

SECTION 4. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

SECTION 5. REPEALING CLAUSE. All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

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SECTION 6. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE this 7th day of March 2023 at the Provincial Capitol, Mamburao,
Occidental Mindoro, Philippines.


EDUARDO B. GADIANO
Governor

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