



Gov. Alfonso D. Tan College
Maloro, Tanguib City

FACULTY

B – Recruitment and Selection

- **Personnel Selection Board
and its Composition**



Republic of the Philippines
CITY OF TANGUB
SANGUNIANG PANLUNGSOD

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EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE 14TH SANGUNIANG PANLUNGSOD OF TANGUB CITY HELD ON DECEMBER 29, 2017 AT 10:00 A.M. AT THE ASPIRACION HALL (SP SESSION HALL), TANGUB CITY.

PRESENT:

Hon. Edemar S. Alota	City Vice Mayor
	Presiding Officer
Hon. Wilma R. Canama	City Councilor
Hon. Eva R. Ordeniza	City Councilor
Hon. Beatriz G. Florida	City Councilor
Hon. Elhora G. Alngohuro	City Councilor
Hon. Emigdio E. Florida, Sr.	City Councilor
Hon. Mariano P. Trompeta, Jr.	City Councilor
Hon. Cecilio C. Sultan	City Councilor
	Floor leader
Hon. Raul O. Patulada	City Councilor
Hon. Alberto C. Peñas	City Councilor
Hon. Valentin P. Ombina	City Councilor
Hon. Jesus A. Tagubar	ABC President
	City Councilor

CITY RESOLUTION NO. 2017-12-0402

A RESOLUTION CONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) FOR FIRST AND SECOND LEVEL POSITIONS AND SECOND LEVEL EXECUTIVE/MANAGERIAL POSITIONS.

(Sponsored by: All members of the Sangguniang Panlungsod)

WHEREAS, Section 84 of Civil Service Commission Memorandum Circular No. 24, s. 2017 provides that "Each agency may constitute two (2) Human Resource Merit Promotion and Selection Board (HRMPSB) – one for the first and second level positions and another for second level executive/managerial;

WHEREAS, Section 88 of the same Civil Service Memorandum Circular provides, "The HRMPSB shall be composed of the following:

MEMBERS	FIRST and SECOND LEVEL POSITIONS		EXECUTIVE/MANAGERIAL POSITIONS	
	NGAs/SUCs/GOCCs	LGUs	NGAs/SUCs/GOCCs	LGUs



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CR 2017-12-402

Chairperson	a. Highest official in-charge of human resource management or his/her authorized representative	2. Vice Governor/ Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian	a. 1 The Local Chief Executive, or his/her authorized representative;
b. Head of organizational unit where vacancy exists, or his/her designated alternate	2. Head of organizational unitb. Assistant Secretary or its equivalent, or his/her authorized representative or designated alternate	if the vacant position is in his/her Office or in the Office of the Sanggunian	a. 2 Vice Governor/ Vice Mayor or his/her authorized representative,
c. Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate	3. Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate	c. Director for Administration or his/her authorized representative or designated alternate	b. Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates
1. Two (2) regular and alternate representatives of the rank and The Local Chief Executive, or his/her authorized representative; File career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency	a. Two (2) regular and alternate representatives of the rank and file career Undersecretary/ Vice-President or its equivalent, or his/her authorized representative employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency		



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CR 2017-12-0402

WHEREAS, the Union of Responsible Government Employees (URGE) of Tangub City is a duly recognized employee UNION of Tangub City;

WHEREAS, the Union of Responsible Government Employees (URGE) of Tangub City endorsed the names of **Virginia L. Maputol** and **Wiles B. Casuyon** as representatives of the rank-and-file career employees in the Human Resource Merit Promotion and Selection Board (HRMPSB), **Virginia L. Maputol** as second level representative and **Wiles B. Casuyon** as first level representative;

WHEREAS, the Union of Responsible Government Employees (URGE) also endorsed the names of **Vicente P. Bacus, Jr.** and **Manuel F. Nacion** through its president, **Dioscoro G. Tigol, Jr.** as alternates of **Virginia L. Maputol** and **Wiles B. Casuyon** respectively;

WHEREAS, Section 166 of the Rules and Regulations Implementing the Local Government Code of 1991 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 presiding officer of the sanggunian, in the judicious and objective selection of personnel for employment as well as for promotion. The Personnel Selection Board shall be composed of the Local Chief Executive or his duly authorized representative as Chairman, and members to be determined by resolution of the sanggunian concerned in accordance with pertinent Civil Service Law, Rules and Regulations.

NOW THEREFORE, upon joint motion, it was

Section 1. Composition of the Human Resource Merit Promotion and Selection Board for the first and second level positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) for first and second level career positions in Tangub City shall be composed of the following:

A. Chairperson

A.1. Engr. Emerson C. Dablo	-	City Planning and Development Coordinator as authorized representative of the City Mayor;
A.2. Alestel M. Dablo	-	City Council Secretary as authorized representative of the City Vice-Mayor;

B. Head of organizational unit where vacancy exists, or his/her designated alternate;

C. Wilmar O. Cuambot	-	HRMO Designate;
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D. Two representatives, with their corresponding alternates of the rank-and-file career employees who shall serve for a period of two (2) years, namely:

D.1. Virginia L. Maputol	-	Housing and Homesite Regulation Officer V as representative of the second level employees
D.2. Vicente P. Bacus, Jr.	-	Alternate of Virginia L. Maputol

- D.3. Wiles B. Casuyon - Administrative Assistant I as representative of the first level employees
- D.4. Manuel E. Nacion - Alternate of Wiles B. Casuyon

Section 2. Composition of the Human Resource Merit Promotion and Selection Board for the second level executive/managerial positions. The Human Resource Merit Promotion and Selection Board (HRMPSB) for second level executive/managerial positions shall be composed of the following:

A. Chairperson

- A.1. Wilmar O. Cuambot - City Administrator I, as authorized representative of the City Mayor;
- A.2. Alestel M. Dablo - City Council Secretary, authorized representative of the City Vice-Mayor;

B. Members

Two (2) Department Heads, namely:

- B.1. Dr. Janice C. Biete - City Health Officer II
- B.2. Merieta C. Acosta - City Accountant I
- B.3. Engr. Leah J. Saturinas - City Engineer, alternate of Dr. Janice C. Biete
- B.4. Engr. Emerson C. Dablo - City Planning and Development Coordinator, alternate of Merieta C. Acosta

Section 3. The HRMPSB shall serve as the recommending body for appointment. However, final decision on whom to appoint shall be with the appointing officer/authority.

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP and shall recommend to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

Section 4. The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

Section 5. The Local Chief Executive shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSCRO and CSCFO should be furnished with a copy of the Office Order.

Section 6. The HRMPSB members must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC Regional or Field Office concerned.



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Section 7. The HRM Division shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions.

The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB.

Section 8. The HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.

Section 9. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.

Section 10. 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.

Section 11. 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.

Section 12. Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:

- i. Substitute appointment due to its short duration and emergency nature.
- ii. Appointment of faculty members and academic staff of GOV. ALFONSO D. TAN COLLEGE who belong to the closed career service.
- iii. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
- iv. Appointment to primarily confidential positions.

Section 13. An employee should have obtained at least Very Satisfactory performance rating for one year in the present position before being considered for promotion.

Section 14. Separability Clause. – If any section or provision of this Resolution shall be declared unconstitutional or invalid, the other sections or provision not affected thereby shall remain in full force and effect.

Section 15. Effectivity. This resolution shall take effect upon its approval.

UNANIMOUSLY APPROVED.



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I HEREBY CERTIFY to the correctness of the above-quoted excerpt.

ATTESTED:

EDEMAR S. ALOTA, DPA
City Vice Mayor
Presiding Officer

Alestel M. Dabio
ALESTEL M. DABIO
SP Secretary

APPROVED:

Philip T. Tan
ATTY. PHILIP T. TAN, CPA
City Mayor

Date of Approval

2.1.9. The applicant's General weighted average shall be given equivalent points.

2.1.10. For non-academic applicants, other competencies will cover 10% of the total score which will be determined by the office head where the applicant will be designated.

2.1.11. The Personnel Selection Board may prescribe other devices to effectively determine the most competent and qualified applicant

2.1.12. The board after determining the rank of the qualified applicants shall forward the list to the College President who is the appointing authority for final selection and acceptance.

3. Composition of the Personnel Selection Board

Section 10. The Vice President for Academic Affairs (VPAA) and the Vice President for Administration and Finance (VPAF) shall serve as chairman for academic and administration search respectively.

3.1. The members of the Personnel Selection Board are the following, VPAA, Dean or its equivalent of the institute where the vacancy exists, faculty representative (e.g. program head) in the institute where the vacancy exists, and the Human Resource Management Officer.

3.2. The members of the Personnel Selection Board for non-academic applicants are the following, VPAF, Head of office or its equivalent where the vacancy exists, Human Resource Management Officer.