



Republic of the Philippines  
Province of Laguna  
**Municipality of Los Baños**  
*Special Science and Nature City*  
**OFFICE OF THE MAYOR**

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# 2023-55016

**EXECUTIVE ORDER NO. 0029**

Series of 2025

**RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD  
(HRMPSB) OF THE MUNICIPAL GOVERNMENT OF LOS BANOS, LAGUNA**

**WHEREAS**, Section 80, Title Three, Book I of the Local Government Code of 1991 (Republic Act No. 7160), provides for the establishment of a Personnel Selection Board to assist the Local Chief Executive in the judicious and objective selection of personnel for employment as well as for promotion, and in the formulation of such policies as would contribute to employee welfare, and that it shall be (c) headed by the Local Chief Executive, and its members shall be determined by resolution of the Sanggunian concerned.

**WHEREAS**, Section 87, Rule IX, Agency Merit Selection Plan and Human Resource Merit Promotion and Selection Board of the 2025 Omnibus Rules on Appointment and Other Human Resource Actions (2025 ORAOHRA) as states that the HRMPSB shall assist the appointing officer or authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP).

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, NEIL ANDREW N. NOCON, Municipal Mayor of Los Banos, Laguna hereby reconstitute the Human Resource Merit Promotion and Selection Board (HRMPSB) of LGU Los Banos, Laguna as follows:

**Section 1. COMPOSITION**

Chairperson Hon. Neil Andrew N. Nocon  
Municipal Mayor

*If the vacant position is in the Office of the Municipal Vice Mayor  
And/or Office of the Sangguniang Bayan:*

Hon. Marlo PJ A. Alipon  
Municipal Vice Mayor

Members Mr. Anatoly M. Guinto  
Chief of Staff  
*Municipal Mayor's authorized representative*

*If the vacant position is in the Office of the Municipal Vice Mayor  
And/or Office of the Sangguniang Bayan:*

Ms. Dona T. Alborda-Dizon  
Secretary to the Sangguniang Bayan  
Municipal Vice Mayors authorized representative

Atty. Virgilio A. Tiongan Jr.  
Municipal Administrator

Members	Hon. Aldous Amiel B. Perez Municipal Councilor/Sangguniang Bayan Representative
	Ms. Twila T. Torres Municipal Planning and Development Coordinator
	Ms. Miraflor O. Tado MGDH I(HRMO)
	Head of Office where the vacancy exists
	2 <sup>nd</sup> Level Representative Mr. Edilco C. Abad Public Safety Officer II
	1 <sup>st</sup> Level Representative Ms. Imelda Y. Menguito Bookbinder II
	1 <sup>st</sup> Level Representative (Alternate) Ms. Lylani Joyce H. Agtotobo Clerk I
Observer	Mr. Joseph Mario M. Navasero Designated OIC – MENRO

**Section 2. MEMBERSHIP.** As stated in Section 92, Rule IX of the 2025 ORAOHRA, membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced.

**Section 3. TERM OF OFFICE.** Rank -and-file representatives shall serve for a period of two (2) years.

**Section 4. DUTIES AND RESPONSIBILITIES.** The HRMPSB shall perform the following:

1. Implement a formal screening procedure and formulate criteria for evaluation of candidates.
2. Ensure equal opportunity for men and women.
3. Maintain fairness and impartiality in the assessment of candidates for appointment.
4. Deliberate en banc the qualification of those listed in the selection line-up.
5. Further assessment of candidates such as: written examination, skills test, hands -on, interview and others may be conducted as deemed necessary.
6. Strictly follow the selection process of the candidates for appointment.
7. Make a systematic assessment of the competence and qualification of candidates for appointment to the corresponding level of positions.
8. The comparative competence and qualification of candidates for appointment shall be determined on the basis of performance, education, training, experience, potential, and personality traits.
9. Submit to the appointing authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.
10. Ensure the minutes of all deliberations are recorded.
11. The HRMPSB through the HRMO shall:
  - a. Notify the applicants of their application result.

- b. Post a notice announcing the appointment of an employee in three (3) conspicuous places in the municipal hall for at least fifteen (15) calendar days.

**Section 5. EFFECTIVITY.** The Executive Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified,

**DONE** this 29<sup>th</sup> day of August 2025 at Los Banos, Laguna.



**HON. NEIL ANDREW N. NOCON**  
Municipal Mayor