



## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 09

Series of 2025

#### AN ORDER RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB), PURSUANT TO THE 2017 OMNIBUS RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS (ORA OHRA)

**WHEREAS**, Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides for the creation of Personnel Selection Board (PSB) to primarily assist the candidates/personnel for appointment or promotion in the Municipal Government and in the formulation, development and implementation of policies which would contribute to the welfare of the Municipal Government employees;

**WHEREAS**, the Code mandates the creation, reorganization and reconstitution of the Personnel Selection Board (PSB) in every province, city, or municipality, prescribing therein its composition, organization, function and other related matters in the implementation of its provisions;

**WHEREAS**, Civil Service Commission Resolution No. 1701003 which took effect on August 17, 2017 promulgated the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA) which shall apply 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**, the above resolution mandates the constitution of the Human Resource Merit Promotion and Selection Board (HRMPSB) which shall serve as the recommending body for appointment;

**NOW, THEREFORE, I, RAMON BENITO M. AQUINO**, Municipal Mayor of Moncada, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE MUNICIPAL GOVERNMENT OF MONCADA.** The Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted and shall be composed by the following members, to wit:

Chairperson : **HON. RAMON BENITO M. AQUINO**  
Municipal Mayor

**HON. JESSIE E. AQUINO** *(If the vacancy is with the Sangguniang Bayan)*  
Municipal Vice Mayor

Members : **MR. CRISTOPHER JOHN B. PABO**  
MHRMO

**MRS. DIANA A. AYSON**  
MBO

**MR. EDUARDO D. BALGOS, JR.**  
MAO

**DR. PETER LOUIE R. TAMAYO**  
MHO

**MR. VON MARK D. CORPUZ**  
Municipal Accountant



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**MS. RULINA GRACE F. BERMUDEZ**  
MPDC

**MS. JAZREEL A. FERNANDEZ**  
LDRRM Assistant, 1st Level Representative

**MRS. IVY MADRIAGA-DAMO**  
Administrative Officer V, 2<sup>nd</sup> Level Representative

### DEPT. HEAD WHERE VACANCY EXISTS

Secretariat : **MRS. KIMBERLY A. OCOMEN**  
Admin. Officer V

**MR. MELCHOR B. BALDIVINO**  
Admin. Officer IV

**SECTION 2. TECHNICAL STAFF/SECRETARIAT.** There shall be a designated Technical Staff/Secretariat from the Human Resource Management Office directly responsible for the recruitment, selection and placement, comparative report assessment and final evaluation of candidates. Members of the Technical Staff/Secretariat shall also evaluate and analyze results of structures background investigation for second level, supervisory and executive/managerial positions.

The Human Resource Management Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB.

**SECTION 3. TERM OF OFFICE.** Unless sooner revoked or amended, the term of office of members, except for the rank and file representatives and technical staff/secretariat, shall be co-terminus with the appointing authority, and as such, they sit upon his/her pleasure. Both rank-and-file representatives shall serve for a period of two (2) years.

**SECTION 4. FUNCTIONS.** The Human Resource Merit Promotion and Selection Board (HRMPSB) shall exercise the following functions:

- a. Serve as the recommending body for appointment
- b. Primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Merit Selection Plan (MSP) and shall recommend to the Municipal Mayor the top five ranking candidates deemed most qualified for appointment to the vacant position;
- c. Formulate formal screening procedures such as but not limited to examination, interviews, criteria for evaluating the competence and qualifications of candidates for the position in the first and second levels of career service, involving original appointments, reemployment, transfer, or promotions;

In all position levels, the agency head and the members of the HRMPSB shall ensure that all qualified men and women, including those persons with disability and indigenous people, shall be provided equal opportunity for employment.

- d. Apply fair, consistently reasonable, and valid standards and methods of evaluating the competence and qualifications of all personnel competing for a particular position;



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- e. Set the criteria for the evaluation of qualifications of candidates for original appointments, reinstatements, reemployment, transfer and promotion to suit the job requirements of the position;
- f. Make systematic assessment of the competence and qualifications of the candidates, taking into consideration the qualification standards of the position and such other requirements which may be deemed necessary; and
- g. Inform all applicants/employees, who are candidates, of the criteria and procedures of the selection.

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

**SECTION 5. REPEALING CLAUSE.** All executive orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

**SECTION 6. EFFECTIVITY.** This Executive Order shall take effect immediately upon signing.

Issued this 15<sup>th</sup> day of July 2025 in Moncada, Tarlac.

**SO ORDERED.**

  
**RAMON BENITO M. AQUINO**  
Municipal Mayor