



Republic of the Philippines  
**PROVINCE OF ISABELA**  
 City of Ilagan

*Office of the Governor*

**EXECUTIVE ORDER NO. 25-A**

**REORGANIZING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD OF THE PROVINCE OF ISABELA (HRMPSB)**

Whereas, it is the policy of the State to ensure the efficient delivery of public service by strengthening the government workforce through the Civil Service Commission (CSC), the central personnel agency of the government;

Whereas, the Civil Service Commission has caused the institutionalization and promulgation of the Personnel Mechanism to ensure the highest standards in personnel recruitment and human resource development and management within the government;

Whereas, the CSC urges all government offices, agencies, and local government units to adopt the Personnel Mechanisms to ensure the quality of public service delivery and the responsiveness of the government to the needs of the people;

Whereas, there is a need for the Provincial Government of Isabela to adopt and implement the Merit Personnel Mechanisms (MSP) promulgated by the CSC to enhance public service delivery, ensure the attainment of the highest standards of personnel recruitment, human resource development and management, and promote the ideals of the governance;

Now therefore, I, RODOLFO T. ALBANO III, Governor of Isabela, by virtue of the powers vested in me by law, do hereby issue this order, reorganizing the Human Resource Merit Promotion and Selection board (HRMPSB) of the Provincial Government of Isabela:

Further, it is hereby ordered that the following personnel are the composition of the Human Resource Merit Promotion and Selection board;

- |            |   |  |
|------------|---|--|
| Chairman   | : | HON. RODOLFO T. ALBANO III<br>Provincial Governor  |
| Vice Chair | : | ATTY. ELIZABETH C. BINAG<br>Head EA's & Provincial Information Officer                                 |
| Members    | : | HON. DELFINITO EMMANUEL L. ALBANO<br>Chairman-SP Committee on Appointments<br>And Personnel Management |
- Department Head Concerned
- MS. JANETTE A. CASTILLEJO  
Human Resource Management Officer
- MR. DARYL G. GASCON  
Employee Representative-2<sup>nd</sup> Level

MR. BASILIO P. Dumlao  
Employee Representative – 2<sup>nd</sup> Level  
(Alternate)

MR. RIENER P. LOPEZ  
Employee Representative – 1<sup>st</sup> Level

MS. ERENEAH R. DOMINGO  
Employee Representative – 1<sup>st</sup> Level  
(Alternate)

MR. ANTONIO G. CARIÑO  
Employee Representative (Hospital) – 2<sup>nd</sup> Level

MS. FLORENTINA A. GUILLERMO (Hospital) - 2<sup>nd</sup> level  
(Alternate)

MS. BABYLYN S. VILLANUEVA  
Employee Representative (Hospital) – 1<sup>st</sup> Level

MS. PRECIOUS DIANE G. ABIQUI  
Employee Representative (Hospital) – 1<sup>st</sup> Level  
(Alternate)

MS. CHARITO A. YAGO  
PWD Employee Representative

Whereas, pursuant to Section 85 of the Revised 2018, Memorandum Circular No. 14, s. 2018 of the Omnibus Rules on Appointment and Other Human Resource Action (ORAOHRA), 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 Agency Merit Selection Plan (MSP).


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 submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position

All orders, circulars, memoranda, rules, regulations, and other issuances or parts thereof that are inconsistent herewith are hereby repealed, modified or amended accordingly.

Let copies hereof be furnished all offices and personnel concerned, for their information and reference.

This order shall take effect immediately.

Issued this 19<sup>th</sup> day of July, 2021, in the City of Ilagan, Isabela.

  
**RODOLFO T. ALBANO III**  
Provincial Governor

An agency may establish special HRMPSB for specialized and highly technical positions or different sets of HRMPSB for its own purpose, but the same should be provided in the Agency Merit Selection Plan to be submitted to the CSC Regional Office concerned for approval.

**Sec. 85. 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 Agency Merit Selection Plan (MSP).**

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 submit to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

**Sec. 86. The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.**

Sec. 87. The appointing officer/authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.

Sec. 88. 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
Chairperson	a. Highest official in-charge of human resource management or his/her authorized representative	a.1. The Local Chief Executive, or his/her authorized representative; a.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. Undersecretary/ Vice-President or its equivalent, or his/her authorized representative	a.1 The Local Chief Executive, or his/her authorized representative; a.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
Members	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Assistant Secretary or its equivalent, 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
	c. Human Resource Management Officer	c. Human Resource Management Officer (HRMO) or the	c. Director for Administration or his/her authorized	

	(HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate	career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate	representative or designated alternate	
	d. Two (2) regular and alternate representatives of the rank and 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	d. Two (2) regular and alternate representatives of the rank and 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		

The highest official in-charge of the human resource management shall be the **official directly supervising the human resource management of the agency**, e.g., Assistant Secretary/Director for Administration/Human Resource for National Government Agencies.

**The HRMO is the officer/official in-charge of the recruitment, selection, and placement.**

In case there is no accredited employees association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

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.

The agency head shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSC RO and CSC FO should be furnished with a copy of the Office Order. **For LGUs, the HRMPSB shall be chaired by the local chief executive or his/her authorized representative, and its members shall be determined by resolution of the sanggunian concerned. A copy of which should also be furnished the CSC RO and CSC FO.**

Sec. 89. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.

