



Republic of the Philippines  
PROVINCE OF ZAMBOANGA DEL NORTE  
PROVINCIAL CAPITOL  
DIPOLOG CITY  
**OFFICE OF THE GOVERNOR**

**EXECUTIVE ORDER NO. 06**  
Series of 2022

**“AN ORDER CONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE PROVINCE OF ZAMBOANGA DEL NORTE, DEFINING ITS COMPOSITION, DUTIES AND FUNCTIONS.”**

**WHEREAS**, Section 80 (b) of R.A. 7160 provides that *“There shall be established in every province, city or municipality a personnel selection board to assist the local chief executive in the judicious and objective selection of personnel for employment as well as promotion and in the formulation of such policies as would contribute to employee welfare”*;

**WHEREAS**, Section 84 of the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) states that “each agency may constitute two (2) Human Resource Merit Promotion and Selection Board (HRMPSB) – one for the first level positions and another for second level executive/managerial positions;

**WHEREAS**, there is a need for the establishment of an Equal Employment Opportunity Principle in selection of employees for appointment in the government service, regardless of gender, civil status, disability, religion, ethnicity, or political affiliation;

**NOW THEREFORE, I, ROSALINA G. JALOSJOS**, Governor of the Province of Zamboanga del Norte, by virtue of the power vested in me by law, do hereby order the constitution of the Human Resource Merit Promotion and Selection Board (HRMPSB) of the Province of Zamboanga del Norte, defining its composition, duties and functions as specifically defined:

**SECTION 1. Composition.** The Human Resource Merit Promotion and Selection Board (HRMPSB) shall be composed of the following:

Chairperson : **Provincial Governor**

Vice-Chairman : **Provincial Administrator**

Members : **Department Head / Head of Office**  
Where the Vacancy / Vacancies to be filled exist

**Provincial Human Resource Management Office  
Head**

**Mr. Marcelito B. Uycoco**  
Supervising Environment Management Specialist  
*2<sup>nd</sup> Level Representative*

**Ms. Joanne A. Benitez**  
Administrative Aide II  
*1<sup>st</sup> Level Representative*

Secretariat : **Designated Staff of PHRMO**



**SECTION 2. Duties and Functions.** The Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following duties and functions:

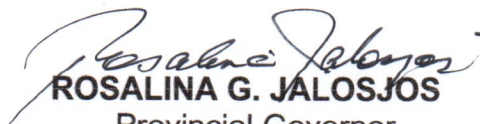
- a. Adopt a formal screening procedure and formulate criteria for the evaluation of the candidates for appointment;
- b. The HRMPSB shall serve as the Recommending Body for appointment, however, the final decision on whom to appoint shall be with the appointing authority.

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the Provincial Government of Zamboanga del Norte in accordance with the CSC laws and rules and the Merit Promotion and Selection Plan, and shall recommend to the appointing authority the top five (5) ranking applicants deemed most qualified for appointment for the vacant position;

- c. Ensure equal employment opportunity for men and women at all levels in the position, provided they meet the minimum requirements of the position to be filled. There shall be no discrimination in the selection of employees on account of age, gender, identity, civil status, disability, religion, ethnicity or political affiliation;
- d. Submit a comprehensive evaluation report of candidates screened for appointment so that the appointing authority will be guided in choosing the candidate who can efficiently discharge the duties and responsibilities of the vacant position to be filled. The evaluation report should include observations and comment on the candidate/s competencies;
- e. Ensure that the minutes of the meeting of all deliberations are recorded, properly filed and maintained, which must be made accessible to the interested parties upon written request, and for inspection and audit of the CSC, if necessary; and
- f. Ensure that all proceedings conducted by the HRMPSB shall be in accordance with the Civil Service laws, rules and procedures.

**SECTION 3. Effectivity.** This Order shall take effect immediately and shall be in full force and effect unless otherwise amended, revised, revoked or rescinded.

Done this 30<sup>th</sup> day of June 2022 at Dipolog City, Zamboanga del Norte, Philippines.

  
**ROSALINA G. JALOSJOS**  
Provincial Governor