



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 05 S. 2021

RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION PLAN IN THE MUNICIPAL GOVERNMENT OF BANSUD

WHEREAS, pursuant to the provisions of Section 32, Book V of Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s. 1988 and CSC Memorandum Circular No. 8, s. 1999, CSC Memorandum Circular No. 03, s. 2001, and CSC Memorandum Circular No. 24, 2017 this Merit Promotion and Selection Plan (MPSP) is hereby established for the guidance of all concerned.

WHEAREAS, the Municipal Government of Bansud shall establish its own HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) to ensure that selection/promotion processes and CSC policies on recruitment & selection are strictly observed in the first and second position levels, and also to ensure that there shall be no discrimination in the selection of employees on account of gender, civil status, disability, ethnicity, or political affiliation;

WHEAREAS, the Local Government Unit of Bansud realizes the need to implement reconstituting of MERIT PROMOTION and SELECTION PLAN firstly, in compliance with provision of the 2017 Omnibus Rules on Appointment and other Human Resource Action of the Civil Service Commission and secondly to strictly adhere to the principles of merit, fitness and equality based on the employees relative qualifications and competence to perform the duties and responsibilities of their position or the positions they will be filling-up;

NOW THEREFORE, I, RONALDO M. MORADA, by virtue of the powers vested in me by law and the Constitution, hereby promulgate this Executive Order Reconstituting the Merit Promotion and Selection Plan in the Municipal Government of Bansud as follows;

Selection I – COMPOSITION

The Merit Promotion and Selection Plan/ (MPSP) is hereby composed of the following:

I. Chairperson

HON. RONALDO M. MORADA
Municipal Mayor

HON. RICO B. TOLENTINO
Municipal Vice – Mayor
(if the vacant position is in his office or the office
of the Sanggunian)

II. Members:

1. Ms. Pilar R. Vitto
MGDH - I

2. Hon. Romell G. Hernandez
SB Member
Chairman, Committee on Good Governance
3. Ms. Marydel M. Rodriguez
Administrative Assistant VI
Second Level Representative
4. Ms. Iren T. Carcosia
Assessment Clerk II
First Level Representative
5. Head of Office/Department or the authorized representative
from the career service of the organizational unit where the
vacancy is.
6. Ms. Susan R. Gutierrez
Municipal Budget Officer
7. Mr. Manuel I. Regencia
Municipal Planning & Development Coordinator

III. Secretariat:

1. Ms. Mediatrix T. Lusterio
Administrative Assistant VI
2. Ms. Maria Elena R. Maapoy
Administrative Assistant VI

Selection II – DUTIES AND RESPONSIBILITIES

A) HRMPSB

The Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following functions and responsibilities:

1. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following.
 - a) Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b) Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
2. Disseminate screening procedure and criteria for selection to all agency officials and employees and interested applicants. Any modification of the procedure and criteria for selection shall likewise be properly disseminated.
3. Prepare a systematic assessment of the competence and qualifications of candidates for appointment. Maintain fairness and impartiality in the assessment of candidates. 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.

4. Evaluate and deliberate en banc the qualifications of those listed in the selection line- up;
5. Submit the list of candidates recommended for appointment from which the appointing officer / authority shall choose the applicant to be appointed. The list of recommended candidates should specify the top five ranking candidates deemed most qualified for appointment to the vacant position (Sec. 85, 2017 ORA OHRA)
6. Maintain records of the deliberations which must be made accessible to interested parties upon written request and for inspection and audit by the CSC; and
7. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Promotion and Selection Plan.

B) SECRETARIAT

1. Perform the 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.

Section III – REAPPEALING CLAUSE

All issuances inconsistent with this Executive Order are hereby repealed or revoked accordingly.

Section IV – EFFECTIVITY

The HUMAN RESOURCE MERIT PROMOTION AND SELECTION PLAN (MPSP) and subsequent amendments thereto shall take effect immediately after the approval by the Civil Service Commission.

Done in the Municipality of Bansud, Oriental Mindoro this 26th day of February 2021.


RONALDO M. MORADA
Municipal Mayor