



**Governor Susan A. Yap**

Province of Tarlac  
Republic of the Philippines

EXECUTIVE ORDER NO. 5  
*Series of 2022*

**RECONSTITUTING THE COMPOSITION OF THE HUMAN RESOURCE MANAGEMENT  
PROMOTION AND SELECTION BOARD (HRMPSB) OF THE PROVINCIAL  
GOVERNMENT OF TARLAC, AND DEFINING ITS FUNCTIONS PURSUANT TO  
PERTINENT CIVIL SERVICE LAW AND RULES**

WHEREAS, Republic Act No. 7610 otherwise known as the Local Government Code of 1991 and its Implementing Rules and Regulations mandated the establishment of a Personnel Selection Board in every province, to assist the Local Chief Executive or, where applicable, the Presiding Officer of the Sanggunian, in the judicious and objective selection of personnel for employment as well as for promotion;

WHEREAS, CSC Memorandum Circular No. 24 series of 2017, as amended July 3, 2018, has adopted and promulgated the Omnibus Rules on Appointments and Other Human Resource Actions (ORA OHRA) to govern the preparation, submission of, and actions to be taken on appointment and other human resource movements and has retitled the Personnel Selection Board into the Human Resource Merit Promotion and Selection Board (HRMPSB);

WHEREAS, in order to institutionalize empowerment and ensure transparency in the selection process, there shall be established an HRMPSB. Its composition shall serve as the recommending body for appointment. However, final decision on whom to appoint shall be with the Provincial Governor or the Vice Governor, as the case may be;

WHEREAS, the HRMPSB shall use the same standards and methods of evaluating the competence and qualifications of all candidates competing for a particular position as prescribed in the Revised Merit Selection and Promotion Plan (Revised MSPP). Such standards must suit the requirements of the position and shall be used fairly and consistently;

WHEREAS, there is a need to recompose the HRMPSB so that it may be able to fully respond to the latest personnel selection and promotion requirements to complement the development initiatives of the Provincial Government;

NOW, therefore I, **SUSAN A. YAP**, Governor of the Province of Tarlac, by virtue of the powers vested in me by law, do hereby order:

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TELEFAX: (045) 982-1234 LOC. 130





## Governor Susan A. Yap

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Section 1. **Reconstitution.** The Human Resource Management Promotion and Selection Board of the Provincial Government of Tarlac is hereby reconstituted as follows:

- Chairperson*
- HON. SUSAN A. YAP, *Provincial Governor* or ENGR. ROBERTO P. VENTURA, *Acting Provincial Administrator*, as the designated alternate, or
  - HON. CARLITO S. DAVID, *Vice Governor* or his designated alternate if the vacant position is in his Office or in the Office of the Sangguniang Panlalawigan
- Regular Members*
- MARVI T. DELA CRUZ, the *Acting Provincial Human Resource Management Officer*, or her designated alternate
  - HON. ROMEO A. EVANGELISTA, JR. *Board Member, First District*
  - HON. HARMES S. SEMBRANO, *Board Member, Second District*
  - HON. VERNON L. VILLANUEVA, *Board Member, Third District*
  - Rank and File Representatives chosen by PGT-Core Association of Responsible Employees (PGT-CARES), the duly accredited employees association of the Provincial Government of Talac:
    - BEVERLY R. FERRER, *Administrative Officer V* as Second Level Representative, or ENGR. SUSAN C. LIM, *Project Development Officer IV* as the alternate representative, or
    - RUBEN S. PASCUAL JR, *Administrative Aide III* as First Level Representative, or MICHAEL R. TAÑEDO, *Administrative Assistant I* as the alternate representative
- Both rank-and-file representatives shall serve for a period of two (2) years.
- Provisional Member*
- Head of the organizational unit where the vacancy exists, or his/her designated alternate





## Governor Susan A. Yap

Province of Tarlac  
Republic of the Philippines

Section 2. **General Provisions.** The HRMPSB shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the Revised Merit Selection and Promotion Plan (Revised MSPP) of the Province.

- 2.1 The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the Revised MSPP and shall submit to the appointing authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position
- 2.2 The appointing 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.
- 2.3 The appointing 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.

Section 3. **Functions and Responsibilities.** In the performance of the role of assisting the appointing authority in the discharge of his/her wide latitude of discretion, the HRMPSB shall perform the following functions and responsibilities:

1. Follow strictly the process in selection of employees for appointment in the province, taking into consideration the following:
  - a. Equal Employment Opportunity Principle (EEO) - promoting equal opportunity for everyone and to attract diverse applicants, regardless of gender, civil status, age, disability, ethnicity, religion, etc. to apply for vacant positions.
  - b. Standards and methods of evaluating the competence and Qualifications of applicants competing for all particular positions should be reasonable and valid.
  - c. Criteria for evaluation of the qualifications of applicants for appointment must suit the job requirements of the position.
2. Determine comparatively the competence and qualification of candidates for appointment which shall be determined on the basis of the criteria stated in this Merit Selection and Promotion Plan







## Governor Susan A. Yap

Province of Tarlac  
Republic of the Philippines

3. 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 position to be field. The evaluation report should not only specify whether the candidates meet the qualification standards of the position but should also include observation and comments on the candidates' competence preference of assignment should mentioned in the report
4. Comply with the policy on the three (3) salary grade limitation on promotion. The policy is intended to minimize possible abuse of discretion in appointment process and to exercise greater scrutiny in the screening of candidate. It should be pointed out that the 3-salary grade limitation shall apply only to promotion and not to transfer, reemployment, and reappointment and reclassification /upgrading, including appointment from non-career service positions to career service positions and vice-versa
5. Check the approved agency System of Ranking Positions (SRP) in identifying the next in rank position to be considered in filling a vacant position. In connection, HRMPSB members shall lead in the updating of the SRP which shall be submitted for approval of the appointing officer / authority, copy furnished the Civil Service Commission for reference purposes.
6. Ensure that the minutes of all deliberations are recorded, properly filed and maintained, which must be made accessible to interested parties upon written request, and for inspection and audit by the CSC, if necessary
7. Through the Provincial Human Resource Management Office, make accessible the following information or documents upon written request;
  - a. Screening procedure and criteria for selection, and its amendments;
  - b. Policies relative to personnel actions, including the gender and development dimensions of the Merit Selection and Promotion Plan; and
  - c. Revised MSPP of the Provincial Government of Tarlac.
8. Notify all applicants assessed by the HRMPSB of their individual rating on the basis of education, training, experience, eligibility and interview, as well as of the outcome of the evaluation of the HRMPSB; and
9. Provide information about the individual rating of a particular applicant upon written request subject to the approval of the appointing authority.





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Province of Tarlac  
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### *Prohibitions and Alternates*

A member of the HRMPSB shall inhibit himself or herself from sitting in the deliberations thereof under any of the following circumstances:

- a) He/she is a candidate for promotion for the vacant position being deliberated upon;
- b) He/she is related by consanguinity or affinity within the fourth civil degree (MC No 5, s.1999 dated Feb. 23, 1999) to any candidate for selection or promotion; or
- c) He/she is not a disinterested party as may be determined by the Board.

*Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:*

1. Substitute appointment due to its short duration and emergency nature.
2. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
3. Appointment to primarily confidential positions.

Section 4. **HRMPSB Secretariat.** The Recruitment, Selection, and Placement Division of the Provincial Human Resource Management Office shall perform 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. The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB.

Section 5. **Capacity Building.** HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.

Section 6. **Innovations.** The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. 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.





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Section 7. **Changes in the Composition.** Any change to be made in the composition of the HRMPSB shall be reported to the CSC Regional Office III or CSC Field Office Tarlac.

Section 8. **Meetings.** Regular meetings of the Board shall be held en banc at least quarterly at the Sangguniang Panlalawigan Conference Room. Special Meetings may be held upon the request of the Department/Office Head and upon the approval of the Provincial Governor or the Vice Governor.

8.1 The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.

Section 10. **Repealing Clause.** All other existing orders or issuances inconsistent with this Executive Order are hereby revoked and/or rescinded accordingly.

Section 11. **Effectivity.** This Order shall take effect immediately.

Done this 10<sup>th</sup> day of August 2022, at Tarlac City.

SO ORDERED:

  
**SUSANA A. YAP**  
Governor

