



Republic of the Philippines
Province of Davao Oriental
OFFICE OF THE PROVINCIAL GOVERNOR
Capitol Hill, City of Mati
Contact Nos. (087) 811-5030: Fax No. (087) 811-4332

EXECUTIVE ORDER NO. 2
Series or 2022

AN ORDER RECONSTITUTING THE HRMPSBs AND DESIGNATING PRINCIPAL AND ALTERNATE REPRESENTATIVE OF THE GOVERNOR, THUS AMENDING EXECUTIVE ORDER NO.18, SERIES OF 2021, ENTITLED, "AN ORDER CREATING TWO (2) HRMPSBs AND DESIGNATING PRINCIPAL AND ALTERNATE REPRESENTATIVES OF THE GOVERNOR "

WHEREAS, *Section 77 of the Local Government Code of 1991, stipulates that "the chief executive of every local government unit shall be responsible for human resources and development in his unit and shall take all personnel actions in accordance with the Constitutional provisions on civil service, pertinent laws, and rules and regulations thereon, including such policies, guidelines and standards as the Civil Service Commission may establish";*

WHEREAS, the Civil Service Commission issued the Memorandum Circular No. 14, known as "2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018" or otherwise known as the ORAOHRA Guidelines, to govern the preparation, submission of, and actions to be taken on appointments and other human resource movement in the Philippine government;

WHEREAS, pursuant to Section 84 of the CSC - MC No. 14, provides that each agency may constitute two (2) Human Resource Merit Promotion and Selection Boards (HRMPSBs) - one for the first and second level positions and another for second level executive/managerial positions.

WHEREAS, the Davao Oriental Executive Order No.6, series of 2018, entitled, **MAN ORDER REORGANIZING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE PROVINCIAL GOVERNMENT OF DAVAO ORIENTAL**", was issued in adherence to the CSC-MC 14 of 2018;

WHEREAS, under Section 88 of the CSC - MC No. 14, prescribes the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) for the NGAs/SUCs/GOCCs and LGUs;

WHEREAS, pursuant to Section 88 of the Circular also provides, that in the absence of the Local Chief Executive, representative(s) may be authorized to act on his behalf, as chairperson of the HRMPSB;

NOW, THEREFORE, I, CORAZON N. MALANYAON, Governor of the Province of Davao Oriental, by virtue of the powers vested in me by law. and in conformity with the foregoing, do hereby order:

Section 1. **Reconstitution and Composition** of the two (2) Human Resource Merit Promotion and Selection Boards (HRMPSBs). The Davao Oriental HRMPSBs is here reconstituted and shall be composed of the following, to wit:

MEMBERS	FIRST and SECOND LEVEL POSITIONS	EXECUTIVE/MANAGERIAL POSITIONS
Chairperson	1.The Local Chief Executive, or his/her authorized representative 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	1.The Local Chief executive, or his/ her authorized representative; 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	1.Head of organizational unit where vacancy exists, or his/her designated alternate 2. Human Resource Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate 3. 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.	1.Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates representative or designated alternate

Section 2. Functions - The Davao Oriental HRMPSBs shall continue performing duties and responsibilities stipulated in the EO No.6, s. 2018, and pursuant to the CSC Memorandum Circular No 14, series of 2018.

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.

Section 3. Representative of the Governor - In the absence of the Chairperson, Ms. Maria Gracia M. Tiago, Provincial Administrator is hereby designated as Principal and Alternate Representative, respectively shall function in accordance to the governor's given authority.

Section 4. Secretariat - The HRM Office/Unit shall perform secretariat and technical support function to the HRMPSB.

Section 5. Functions - Section 91 of the CSC - MC No. 14, states the functions of the HRM Office/Unit as the HRMPSB's Secretariat.

Sec. 91. The HRM 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. For agencies with only one appointed or designated HRM Officer, the agency head shall designate an employee from other units to act as the secretariat

Section 8. Repealing Clause - Any Administrative Order or Executive Order previously issued that is not consistent with the provisions hereof are deemed repealed, amended or modified accordingly.

Section 5. Effectivity - This Executive Order shall take effect immediately upon issuance as stated hereunder.

DONE, this 7th day of July, 2022 at the City of Mati, Province of Davao Oriental.


CORAZON N. MALANYAON
Governor