



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 38
Series of 2022

**AN ORDER RECONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION
AND SELECTION BOARD (HRMPSB), PURSUANT TO THE 2017 OMNIBUS
RULES ON APPOINTMENTS AND OTHER HUMAN RESOURCE ACTIONS
(ORAOHRA) AS AMENDED**

WHEREAS, Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides for the creation of a Personnel Selection Board (PSB) to primarily assist the local chief executive in the judicious and objective selection for appointment or promotion in the local government and in the formulation of policies which would contribute to the welfare of the local government employees;

WHEREAS, the Code mandates the creation, reorganization and reconstitution of the Personnel Selection Board (PSB) in every province, city, or municipality, prescribing therein its composition, organization, functions and other related matters in the implementation of its provisions;

WHEREAS, Sangguniang Panlungsod Resolution No. 0158-01 of September 2001, in consonance with Civil Service Commission Memorandum Circular No. 3, Series of 2001, defines the composition of the Personnel Selection Board (PSB);

WHEREAS, Civil Service Commission Resolution No. 1701003 which took effect on August 2017 promulgated the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA, revised July 2018) which shall apply to employees appointed to first and second level positions, including executive/managerial positions who are not presidential appointees in the career service, and to those appointed to the non-career service;

WHEREAS, the above resolution mandates the constitution of the Human Resource Merit Promotion and Selection Board (HRMPSB) which shall serve as the recommending body for appointment;

NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE, City Mayor of Davao, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. COMPOSITION. The Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby reconstituted and shall be composed of the following members, to wit:

A. For the First and Second Level Position:

Chairperson : City Mayor or duly Authorized Representative, or
City Vice Mayor or duly Authorized Representative
in case the vacancy is in the Sangguniang Panlungsod

SECTION 4. FUNCTIONS. The Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following duties, functions, and responsibilities:

- a. Serve as the recommending body for appointment;
- b. Primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Merit Selection Plan (MSP) and shall recommend to the City Mayor the top five (5) ranking candidates deemed most qualified for appointment to the vacant position;
- c. Formulate formal screening procedures including but not limited to examination, interviews, criteria for evaluating the competence and qualifications of candidates for the position in the first and second levels of career service, involving original appointments, reemployment, transfer, or promotions;

The agency head and the members of the HRMPSB shall ensure that in all position levels, all qualified men and women including those persons with disability and indigenous people shall be provided equal opportunity for employment;

- d. Apply fair consistently reasonable, and valid standards and methods of evaluating the competence and qualifications of all personnel competing for a particular position;
- e. Set the criteria for the evaluation of qualifications of candidates for original appointments, reinstatements, reemployment, transfer and promotion to suit the job requirements of the position;
- f. Make a systematic assessment of the competence and qualifications of the candidates, taking into consideration the qualification standards of the position and such other requirements which may be deemed necessary;
- g. Inform all applicants/employees who are candidates of the criteria and procedures of the selection; and
- h. Evaluate and deliberate en banc the qualifications of those listed in the selection/promotion line up.

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

SECTION 5. OPERATIONAL EXPENSES AND FUNDING. The funding requirements for the operational and incidental expenses of Human Resource Merit Promotion and Selection Board shall be included in the City's annual budget.

- Members : The Department Head or Assistant Department Head of the office where there is vacancy
- The Highest Human Resource Management Officer, or in his/her absence, the Assistant Human Resource Management Officer. In the absence of both, the Career Service Employee directly responsible for recruitment, selection and placement
- Two (2) representatives from the rank-and-file career employees: one (1) from the 1st level and one (1) from the 2nd level, who shall all be chosen by the duly accredited employees' association in the agency. There shall be alternate representatives from the 1st and 2nd level in the absence of either or both the 1st and 2nd level representatives.

B. For the Second Level Executive/Managerial Position:

- Chairperson : City Mayor or duly Authorized Representative, or
City Vice Mayor or duly Authorized Representative in case the vacancy is in the Sangguniang Panlungsod
- Members : The Highest Human Resource Management Officer, or in his/her absence, the Assistant Human Resource Management Officer
- 1 Department Head from any office/department designated by the City Mayor

SECTION 2. TECHNICAL STAFF/SECRETARIAT. There shall be a designated Technical Staff/Secretariat from the Human Resource Management Office directly responsible for recruitment, selection and placement, comparative report assessment and final evaluation of candidates. Members of the Technical Staff/Secretariat shall also evaluate and analyze results of structured background investigation for second level, supervisory and executive/managerial positions.

The Human Resource Management Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB.

SECTION 3. TERM OF OFFICE. The members of the Human Resource Merit Promotion and Selection Board (HRMPSB), except for the rank-and-file representatives and technical staff/secretariat, shall be co-terminus with the appointing authority unless revoked or amended. As such, the members shall function within the discretion of the appointing authority. The First and Second level representatives or alternate representatives shall participate during the screening of candidates for vacancies in their respective assigned level. Both rank-and-file representatives shall serve for a period of Two (2) years.

SECTION 6. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 7. REPEALING CLAUSE. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 8. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this _____ day of SEP 01 2022, 2022, Davao City, Philippines.


SEBASTIAN Z. DUTERTE
City Mayor *SM*

Attested by:


ATTY. FRANCIS MARK H. LAYOG
Acting City Administrator



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