



Republic of the Philippines
Province of Isabela
MUNICIPALITY OF PALANAN

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 03
Series of 2019

AN ORDER REORGANIZING THE MUNICIPAL HUMAN RESOURCE MANAGEMENT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE MUNICIPALITY OF PALANAN, ISABELA.

WHEREAS, Section 9, Rule IV of the Rules Implementing Book V of EO 292 provides “to ensure objectivity in promotion, a Selection/ Promotion Board shall be established in every department or agency which shall be responsible for the adaption of a formal screening procedure and formulation of criteria for the evaluation of candidates for promotion”;

WHEREAS, the HRMPSB shall evaluate the qualifications of the applicants in accordance with agency’s Merit Selection Plan;

WHEREAS, with the separation from office of those composing the Human Resource Management and Selection Board, there is a need to reconstitute and reorganize the same;

NOW THEREFORE, I, ELIZABETH B. OCHOA, Municipal Mayor of Palanan, Isabela, by virtue of the powers vested in me by law, do hereby order the reorganize the Human Resource Management Promotion and Selection Board (HRMPSB) of the Municipality of Palanan, Isabela.

SECTION 1. COMPOSITION. The HRMPSB is composed of the following:

For 1st and 2nd Level Positions

- Chairperson : a.1. The Local Chief Executive or his/her authorized representative
: **ENGR. MELVIN D. CAUILAN**
Municipal Engineer
- a.2 Municipal Vice Mayor or his/ her representative, if the vacant position is in the Sanggunian
: **MS. NELIA A. PLATA**
Secretary to the Sanggunian
- Members : Head of organizational unit where vacancy exists, or his/her designated alternate
- Human Resource Management Officer or his/her designated alternate
: **MR. FELINO P. BERNARDO**
Assistant. Municipal HRMO
- PWD Sector Representative
: **MS ROSAMIA P. CORDEZ**
Revenue Collection Clerk 1
- Two (2) Regular and Alternate Representatives of the Rank-and-File Career Employees, from the First and Second Level

For the 1st Level Rep. : **MR. SONNY BOY C. BIHASA**
Assessment Clerk III
MR. HILARIO V. PARAS, JR.
Computer Operator IV

For the 2nd Level Rep. : **MR. RANDY V. PARAS**
Supply Officer III
MR. LEO V. FACTORA
Planning Officer II

For EXECUTIVE / MANAGERIAL POSITIONS (Assistant Department Head/ Department Head)

Chairperson : a.1. The Local Chief Executive or his/her authorized representative
: **ENGR. MELVIN D. CAUILAN**
Municipal Engineer

a.2 Municipal Vice Mayor or his/ her representative, if the vacant position is in the Sanggunian
: **MS. NELIA A. PLATA**
Secretary to the Sanggunian

Members : Human Resource Management Officer or his/her designated alternate
: **MR. FELINO P. BERNARDO**
Assistant. Municipal HRMO


Two (2) Selected Department Heads or their designated alternate

: **ENGR. MELITO C. CASASOLA, JR.**
MPDC

: **MS. ELMA O. GONZALES**
MSWDO

SECTION 2. EFFECTIVITY. This order shall take effect immediately and let copies of this Order be furnished to all concerned for their information and guidance.

Done this 26th day of February 2019 at Palanan, Isabela.


ELIZABETH B. OCHOA
Municipal Mayor