



Republic of the Philippines
Province of Isabela
MUNICIPALITY OF PALANAN

Office of the Municipal Mayor

EXECUTIVE ORDER NO. 17
Series of 2019

AN ORDER REORGANIZING THE MUNICIPAL HUMAN RESOURCE MERIT 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, CSC Memorandum Circular (MC) No. 24 s. 2017 and CSC Resolution No. 1701009 provides for the 2017 Omnibus Rules on Appointment and Other Human Resource Actions;

WHEREAS, certain provisions of the CSC MC No. 40, s. 1998 prescribing the Revised Omnibus Rules on Appointments and Other Personnel Actions was amended by the aforementioned resolution and circular;

WHEREAS, item 12, Section 7, Rule III of CSC Resolution No. 17001009 requires that all appointees should be screened and evaluated by the Human Resource Merit Promotion and Selection Board;

WHEREAS, the HRMPSB shall ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness;

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 Merit Promotion and Selection Board (HRMPSB) of the Municipality of Palanan, Isabela and provide for its duties and functions as follows:

SECTION 1. COMPOSITION.

For 1st and 2nd Level Positions

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|-------------|--|
| Chairperson | : a.1. The Local Chief Executive or his/her authorized representative
: ENGR. MELVIN D. CAULAN
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. : **CHARIVEL C. MANZANO**
Sanitation Inspector III
GENEVIE C. CHAVEZ
Cashier I
SALVADOR L. DELA ROSA
Draftsman II
SHERWIN E. PLATA
Tax Mapping Aide

For the 2nd Level Rep. : **MR. RANDY V. PARAS**
Supply Officer III
MS. GENALYN V. BERNARDO
Nurse III
MS. MYROSE B. ALVAREZ
Senior Tourism Operations Officer
MR. ALBERTO M. GONZALES
EMS II/ OIC-MENRO
MS. IVY B. BARTOLOME
Registration Officer I

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

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

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

Selected Department Heads or their designated alternate

: **ENGR. MELITO C. CASASOLA, JR.**
Municipal Planning and Development Coordinator


: **MS. ELMA O. GONZALES**
Mun. Social Welfare and Development Officer

: MR. RONNIE D. ALVAREZ
Municipal Accountant

SECTION 2. REPEALING CLAUSE. All other orders, rules, regulations and issuance or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 3. EFFECTIVITY. This order shall take effect immediately and let copies of this Order be furnished to all concerned for their information and guidance.

ISSUED this 1st day of August 2019 at Palanan, Isabela.


ELIZABETH B. OCHOA
Municipal Mayor