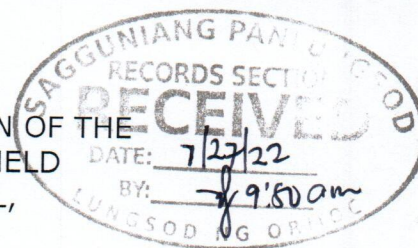


REPUBLIKA NG PILIPINAS
SANGGUNIANG PANLUNGSOD
LUNGSOD NG ORMOC

EXCERPT FROM THE MINUTES OF THE 4TH REGULAR SESSION OF THE
SIXTEENTH SANGGUNIANG PANLUNGSOD NG ORMOC HELD
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL,
ORMOC CITY HALL BUILDING
ON JULY 26, 2022



PRESENT:

Roiland H. Villasencio,
Nolito M. Quilang,
Rey F. Evangelista,
Peter M. Rodriguez,
Gregorio G. Yrastorza III,
Jasper M. Lucero,
Maria Carmen Jean T. Rama
Edmund B. Kierulf,
Burt J. Pades,
Lalaine A. Marcos,
Esteban V. Laurente,

SP Member, Presiding Officer "Pro-Tempore"
SP Member, Majority Floor Leader

SP Member
SP Member
SP Member

SP Member, 1st Asst. Majority Floor Leader
SP Member

SP Member

SP Member, 2nd Asst. Majority Floor Leader
SP Member

Ex-Officio SP Member, Chapter President,
Liga ng mga Barangay ng Ormoc

Joan Marbie C. Simbajon,
Panlungsod na Pederasyon ng mga Sangguniang Kabataan ng Ormoc

Ex-Officio SP Member, Chapter President,
City Vice Mayor & Presiding Officer

ON OFFICIAL BUSINESS:

Leo Carmelo J. Locsin, Sr.

(OIC - City Mayor),

City Vice Mayor & Presiding Officer

RESOLUTION NO. 2022-029

**A RESOLUTION CONFIRMING THE COMPOSITION OF THE
HUMAN RESOURCE MERIT PROMOTION AND
SELECTION BOARD (HRMPSB), AS CONTAINED IN
EXECUTIVE ORDER NO. 2022-0011, SUBJECT TO THE
PROVISIONS OF CSC MEMORANDUM CIRCULAR NO.
24, S. 2017 BASED ON CSC RESOLUTION NO. 1701009**

WHEREAS, the Civil Service Commission (CSC), has issued Memorandum Circular No. 24, S. 2017 based on CSC Resolution No. 1701009 explicitly stating the composition of the Human Resource Merit Promotion and Selection Board who shall be primarily responsible for the judicious and objective selection of candidates for appointment and shall recommend to the appointing authority the top five (5) ranking candidates deemed most qualified to the vacant positions;

WHEREAS, the Sangguniang Panlungsod received communication from the Office of the City Mayor certified as extremely urgent requesting for the issuance of a resolution confirming the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB), as contained in Executive Order No. 2022-0011 a copy of the Executive Order is hereto attached as Annex "A" and made an integral part hereof;

WHEREAS, Section 80, par. (b) & (c) of the Local Government Code of 1991 provides for the establishment of a personnel selection board who will assist the local chief executive in the judicious and objective selection of personnel for employment as well as for promotion, and in the formulation of such policies as would contribute to employee welfare;

A handwritten signature in black ink, located at the bottom right of the page.

WHEREAS, this Sanggunian finds that the confirmation of the composition of the Human Resource Merit Promotion and Selection Board (HRMPSB) as contained in Executive Order No. 2022-0011 is not contrary to law, public morals, public policy, rules and regulations of the Civil Service Commission and thereby deserving of this august Body's affirmative action;

WHEREFORE, on motion of Honorable SP Member Jasper M. Lucero, Chairperson, Committee on Civil Service, Appointments and Government Organization, severally seconded by SP Members Nolito M. Quilang, Rey F. Evangelista, Maria Carmen Jean T. Rama, Edmund B. Kierulf, Burt J. Pades, Lalaine A. Marcos, Esteban V. Laurente and Joan Marbie C. Simbajon; be it

RESOLVED, AS IT HEREBY RESOLVED, to pass a "RESOLUTION CONFIRMING THE COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB), AS CONTAINED IN EXECUTIVE ORDER NO. 2022-0011 SUBJECT TO THE PROVISIONS OF CSC MEMORANDUM CIRCULAR NO. 24, S. 2017 BASED ON CSC RESOLUTION NO. 1701009";

ADOPTED, July 26, 2022.

RESOLVED FURTHER, to furnish copies of this resolution each to the City Mayor Lucy Torres Gomez; the City Vice-Mayor Leo Carmelo J. Locsin, Sr.; the City Administrator; the City Legal Officer; the CPDO; the HRMO; COGEA; the City Assessor; the City Local Government Operations Officer-DILG; and other offices concerned;

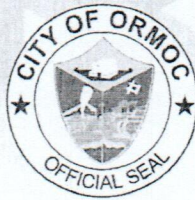
CARRIED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the above resolution.

MARIA ANTONIETA G. CO HAT
Secretary to the
Sangguniang Panlungsod

ATTESTED:

ROILAND H. VILLASENCIO
SP Member
Presiding Officer "Pro-Tempore"



Republic of the Philippines
OFFICE OF THE CITY MAYOR
Ormoc City

Res. # 2022-029
"Annex A"

EXECUTIVE ORDER NO. 2022- 0011

AN ORDER CONSTITUTING THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF THE CITY GOVERNMENT OF ORMOC AND DESIGNATING THE MEMBERS THEREOF.

WHEREAS, pursuant to Civil Service Commission (CSC) No. 1701009 dated June 16, 2017, based on CSC Memorandum Circular No. 24, 2. 2017, Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA), the Civil Service Commission adopted amended/revised policies on the Merit Selection Plan;

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

WHEREAS, the merit and fitness shall determined, as far as practicable, by competitive examinations. This does not apply to appointments to positions which are policy determining, primarily confidential, or highly technical;

WHEREAS, the Merit Selection Plan (MSP) shall cover positions in the first and second level and shall also include original appointments and other related human resource actions;

WHEREAS, there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation;

WHEREAS, there is a need to establish and constitute Human Resource Merit Promotion and Selection Board (HRMPSB) – for the first and second level positions;

WHEREAS, the Human Resource Merit and Selection Board (HRMPSB) of Ormoc shall serve as the assisting body for appointments, for both first and second level executive/managerial positions. However, the final decision on whom to appoint shall be with the appointing office/ authority;

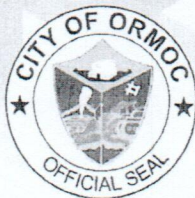
NOW, THEREFORE, I, LUCY TORRES GOMEZ, by virtue of the powers vested in me by law, do hereby ORDER:

SECTION 1. CREATION. A Human Resource Merit Promotion and Selection Board (HRMPSB) is hereby created, composed as follows:

ORMOC CITY



Reference No: CMO-OID-9-1-034



Republic of the Philippines
OFFICE OF THE CITY MAYOR
Ormoc City

1st and 2nd LEVEL POSITIONS

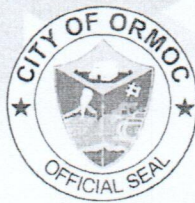
Chairperson (Executive)	City Mayor or her duly authorized representative LUCY TORRES GOMEZ
(Legislative)	City Vice-Mayor or his duly Authorized Representative LEO CARMELO J. LOCSIN SR.
Member	Head of Organizational Unit where vacancy exists, or his/her Designated alternate OIC-HRMO Farica Z. Cutas COGEA President or his duly authorized representative <ul style="list-style-type: none">• 1st Level: JUANILLA BAA• Alternate: EMELIE MANZA• 2nd Level: EMILY LUSARES• Alternate: SURMAE SALAZAR

EXECUTIVE/MANAGERIAL POSITIONS

Chairperson (Executive)	City Mayor or her duly authorized representative LUCY TORRES GOMEZ
(Legislative)	City Vice-Mayor or his duly Authorized Representative LEO CARMELO J. LOCSIN SR.
Member	City Assessor's Office ENGR. ARTHUR ARCUINO CPDO Alternate: ENGR. RAOUL CAM OIC-HRMO Farica Z. Cutas

ORMOC CITY





Republic of the Philippines
OFFICE OF THE CITY MAYOR
Ormoc City

SECTION 2. FUNCTION. The Human Resource Merit Selection and Promotion Board (HRMPSB) for all levels shall have the following functions:

- a. Shall be responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency (MSP);
- b. Shall recommend to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position;
- c. The appointing officer/authority shall assess the merits of the HRMPSB's recommendation for appointment and in the exercise of sound discretion, select from among the top five (5) ranking applicants deemed most qualified for appointment to the vacant position;
- d. The appointing officer/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;
- e. The HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments;
- f. 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;
- g. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - Reasonable and valid standards and methods of applicants competing for a particular position.
 - Criteria for evaluation of qualifications of applicants for appointment must suit the job requirements of the position.
- h. Orient the officials and employees in the agency pertaining to policies relative to personnel actions, including the gender and development dimensions of the Merit Selection Plan.

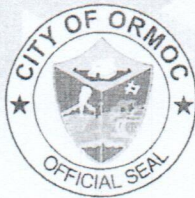
SECTION 3. HRMPSB Secretariat. The HRMO is hereby designated as HRMPSB Secretariat to as perform the following functions:

- Publish and disseminate all documents and information related to HRMPSB.
- Verify that the proposals for promotion are in accordance with the provisions of the Merit Promotion Plan;

ORMOC CITY



Reference No: CMO-OID-9-1-034

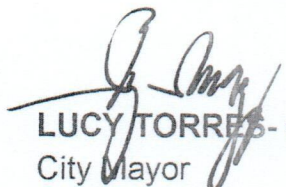


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- Prepare the agenda of the Human Resource Management Promotion and Selection Board of the Legislative Department;
- Prepare comparative assessment of applicants and compute evaluation by the Human Resource Management Promotion and Selection Board;
- Take minutes of the discussion of the Board;
- Prepare and submit the recommendations or the Board Resolutions on the appointment or promotion of candidates as endorsed by the Board; and
- Perform other related functions, duties and responsibilities as may be agreed upon by the members.

SECTION 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Done in the City of Ormoc, Philippines, this July 5, 2022.


LUCY TORRES- GOMEZ
City Mayor

ORMOC CITY



Reference No: CMO-OID-9-1-034