



Republic of the Philippines  
**OFFICE OF THE SECRETARY**  
Elliptical Road, Diliman  
1100 Quezon City

**SPECIAL ORDER**

No. 687

Series of 2020

**SUBJECT : COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF DA-CENTRAL OFFICE**

In consonance with the Civil Service Commission approved DA Department Order No. 08, series of 2019, and to ensure strict adherence to the principles of merit, fitness and equality in the selection of employees, the DA - Central Office (DA-CO) Human Resource Merit Promotion and Selection Board for the first and second level positions shall be composed of the following:

<b>FIRST AND SECOND LEVEL POSITIONS</b>		
	<b>MEMBERS</b>	<b>ALTERNATE REPRESENTATIVE</b>
<b>Chairperson</b>	Undersecretary for Administration	Assistant Secretary for Administration
<b>Vice-Chairperson</b>	Assistant Secretary for Administration	Director for Administrative Service
<b>Members</b>	1. Chief of Personnel Division 2. Division Chief or Director of the Organizational Unit where the vacancy exists 3. 1 <sup>st</sup> and 2 <sup>nd</sup> Level rank and file employee duly chosen by the DAEA	Assistant Secretary or Undersecretary concerned  Alternate representatives for the 1st and 2nd Level duly chosen by the DAEA
<b>Secretariat</b>	At least three (3) Personnel Officers	

<b>SECOND LEVEL EXECUTIVE/MANAGERIAL POSITIONS</b>		
	<b>MEMBERS</b>	<b>DESIGNATED ALTERNATE</b>
<b>Chairperson</b>	Undersecretary for Administration	None
<b>Members</b>	Assistant Secretary for Administration  Director for Administrative Service	Director for Administrative Service  Chief of Personnel Division

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The Human Resource Merit Promotion and Selection Board for first and second levels shall have the following functions and responsibilities:

1. Adoption of a formal screening procedure and formulation of a customized criteria for the evaluation of candidates for appointment;
2. Implementation of a systematic assessment of the competence and qualifications of candidates for appointment;
3. Ensuring the presence of a culture of fairness and impartiality in the assessment of candidates;
4. Ensuring that there shall be no discrimination in the selection of its employees on the basis of race, religion, sex, age, pregnancy, civil status, parental status, sexual orientation, gender identity and expression, ethnicity, political affiliation, and disability;
5. Submission of the list of candidates who passed the HRMPSB assessment, from which the appointing authority shall choose the applicant to be appointed;
6. Ensuring the maintenance of records of the deliberations; and
7. Orienting officials and employees in the agency about policies on Recruitment and Selection.

This shall take effect immediately and shall supersede previous issuances inconsistent herewith.

Done this 6<sup>th</sup> day of October 2020.

  
**WILLIAM D. DAR, Ph.D.**  
Secretary

DEPARTMENT OF AGRICULTURE  
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