



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

**SPECIAL ORDER**

No. 640

Series of 2021

**SUBJECT: CREATION OF SPECIAL HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (SPECIAL HRMPSB) AND ITS COMPOSITION FOR THE SELECTION OF DEPUTY EXECUTIVE DIRECTOR III IN FERTILIZER AND PESTICIDE AUTHORITY (FPA)**

In the exigency of service, a Special Human Resource Merit Promotion and Selection Board (Special HRMPSB) for the selection of Deputy Executive Director III with Plantilla No. FPAB-DED3-30-2014 in Fertilizer and Pesticide Authority (FPA) is hereby created. The composition of the Special HRMPSB are the following:

**CHAIRPERSON** : **UNDERSECRETARY RODOLFO V. VICERRA**  
Undersecretary for Attached Agencies

**MEMBERS** : **ASSISTANT SECRETARY-DESIGNATE ARNEL V. DE MESA**  
For Operations

**OIC-DIRECTOR ABRAHAM P. GUIAO**  
Administrative Service

**SECRETARIAT** : **Chief, Finance and Administrative Division and Staff, FPA**

**GENERAL FUNCTION OF THE SPECIAL HRMPSB**

The Special HRMPSB shall assist the FPA Board, the appointing authority of officers of the FPA, in the judicious and objective selection of candidates for appointment to the vacant positions in accordance with the approved Agency Merit Selection Plan (MSP).

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## DUTIES AND FUNCTIONS OF THE SPECIAL HRMPSB SECRETARIAT

1. Prepare a systematic assessment of the qualifications of applicants for the position;
2. Schedule Special HRMPSB deliberation meetings and provide notices of such to the members of the Special HRMPSB as well as prepare the Minutes/Highlights of the Meeting;
3. Present to the Special HRMPSB the comparative assessment of applicants for deliberation;
4. Prepare endorsement memorandum/resolution for signature of the Special HRMPSB members;
5. Maintain records of the deliberation meetings which shall be made accessible to interested parties only upon submission of a written request and upon approval of the Special HRMPSB;
6. Perform other tasks as needed.

All expenses that may be incurred by the Special HRMPSB in the performance of their functions, duties and responsibilities in view of the designation are chargeable against FPA funds and other available funds, subject to existing government accounting and auditing rules and procedures.

This order shall take effect immediately and shall remain enforced until revoked in writing. All issuances inconsistent herewith are deemed revoked.

Done this 1st day of September 2021.



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

DEPARTMENT OF AGRICULTURE  
  
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For Signature: S-09-21-0022  
Received : 01/09/2021 05:08 PM

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