



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

SPECIAL ORDER

No. 505

Series of 2022

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:

FIRST AND SECOND LEVEL POSITIONS		
	MEMBERS	ALTERNATE REPRESENTATIVE
Chairperson	Undersecretary for Administration	Assistant Secretary for Administration
Vice-Chairperson	Assistant Secretary for Administration	Director for Administrative Service
Members	1. Chief of Personnel Division 2. Division Chief or Director of the Organizational Unit where the vacancy exists 3. 1 st and 2 nd 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
Secretariat	At least three (3) Personnel Officers	

SECOND LEVEL EXECUTIVE/MANAGERIAL POSITIONS	
Chairperson	Undersecretary for Administration
Members	Assistant Secretary for Administration Director for Administration



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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. Adopt a formal screening procedure and formulate criteria for the evaluation of candidates for appointment, taking into consideration the following:
 - a. Reasonable and valid standards and methods of evaluating the competence and qualifications of all applicants competing for a particular position.
 - b. Criteria for evaluation of qualifications of applicants for appointment must suit the job requirement of the position.
2. Prepare a systematic assessment of the competence and qualifications of candidates for appointment.
3. Maintain fairness and impartiality in the assessment of candidates, and ensure that there is no discrimination on account of gender identity, sexual orientation, age, civil status, pregnancy, disability, religion, ethnicity or political affiliation.
4. Evaluate and deliberate *en banc* the qualifications of those listed in the selection line-up, with a GAD Focal Person present as observer;
5. Submit the shortlist of candidates who passed the HRMPSB assessment, from which the appointing authority shall choose the applicant to be appointed.
6. Maintain records of the deliberations which must be made accessible to interested parties upon written request, subject to the approval of the HRMPSB, and for inspection and audit by the CSC until deemed for disposition by the agency's Records Disposition Schedule (RDS); and
7. Orient the officials and employees in the agency pertaining to policies relative to the human resource actions, including the gender and development dimensions of the Merit Promotion Plan.

The DA-CO HRMPSB for the first and second level positions shall initially adopt existing DA-CO Recruitment, Selection, and Placement internal guidelines and policies, and shall henceforth review and revise the said guidelines after FY 2022.

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

Done this 21st day of July 2022.


LEOCADIO S. SEBASTIAN, Ph.D., CESO I
Undersecretary and Chief-of-Staff



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