



**SPECIAL ORDER**

No. 802

Series of 2022

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

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In the interest of the service, the following employees are hereby designated as members of the DA-CO HRMPSB Secretariat:

Secretariat Head: **MS. BELLA H. ARTIEDA**, Supervising Administrative Officer

Secretariat Assistant Head: **MS. JESSAMIN B. ARANAS**, Administrative Officer V

Secretariat Members: **MS. FAITH C. SOLIGUEN**, Administrative Officer IV  
**MR. ROGELIO A. PAGTAKHAN**, Administrative Officer IV

They shall perform the following functions:

**Secretariat Head**

1. Provide guidance and technical expertise to the HRMPSB;
2. Ensure that proceedings are in accordance with Human Resource Merit Promotion and Selection Board policies and guidelines, CSC issuances, and other relevant laws and regulations;
3. Oversee the work of the HRMPSB Secretariat Members by monitoring, reviewing, and approving outputs; and
4. Manage the workload amongst Secretariat members.

**Secretariat Assistant Head:**

1. Report directly to the Secretariat Head;
2. Discuss proposed innovations and improvements, Recruitment Plan and calendar, issues and concerns encountered, and performance.
3. Ensure that the HRMPSB Members have all undergone orientations about the Recruitment, Selection, and Placement procedures.
4. Assist in providing guidance and technical expertise to the HRMPSB;
5. Ensure that PRIME HRM requirements with regards to the Recruitment, Selection, and Placement area are satisfied;
6. Conduct orientations amongst applicants and end-users;
7. Monitor the Committee's orders/instructions, deliverables and milestones for proper reporting during board meetings; and
8. Discuss the results as indicated in HRMPSB Form No. 05

**Secretariat Members:**

1. Report directly to the Secretariat Assistant Head;
2. Provide administrative support to the board:
  - Prepare Notices of Meetings and Coordinate with attendees;
  - Prepare Minutes of Meetings and Resolutions, and ensure the approval of the same;
  - Ensure the distribution of necessary materials to concerned personnel at least three (3) days before the next meeting;
  - Organize and make necessary arrangements for the board meetings;
  - Act as the central channel of communications of the Committee;
3. Prepare and present the HRMPSB Form No. 05;
4. Prepare the subsequent shortlist of candidates; and
5. Perform other duties and responsibilities as may be assigned by the Secretariat Head and/or Assistant Head.

This Order shall take effect immediately.

Done this 7<sup>th</sup> day of October 2022.

  
**DOMINGO F. PANGANIBAN**  
Senior Undersecretary



DA-CO-AS-SO20221005-00058