



SPECIAL ORDER

No. 857

Series of 2022

SUBJECT : COMPOSITION OF THE DA – CENTRAL OFFICE RECRUITMENT TEAM

In the interest of the service, **the DA-CO Recruitment Team** is hereby institutionalized. Hence, the following personnel is hereby designated as and authorized to be members of the said team:

Team Leader:	MS. BELLA H. ARTIEDA
Qualifications Evaluators:	MS. JESSAMIN B. ARANAS (SG 20 and above) MS. FAITH C. SOLIGUEN (SG 15 and above) MR. ROGELIO R. PAGTAKHAN (SG 14 and below)
Technical Group Leader:	MS. ROXANNE P. LIZARDO
Technical Group Members:	MS. GISELLE ANNE P. GATCHO MS. REGINA C. EXTREMADURA MS. GERALYN L. DACULA MS. RIA T. BUENAVENTURA

They shall perform the following functions:

Team Leader

1. Oversee the work of the whole Recruitment Team, and provide guidance and technical expertise;
2. Ensure accurate implementation of Human Resource Merit Promotion and Selection Board policies and guidelines;
3. Monitor the operations of the said team in reference to the established Recruitment Calendar; and
4. Review prepared HRMPSB Forms, policy proposals, and other recruitment-related documents for the approval of the HRMPSB.

Qualification Evaluators:

1. Report directly to the Team Leader, and confer concerns re: the preliminary evaluation of qualifications;
2. Conduct preliminary evaluation of the qualifications of applicants who passed the Online Entrance Examination vis-à-vis CSC minimum qualification standards;
3. Inform applicants who did not meet the required qualifications of the same via electronic mail; and
4. Address queries/appeals from said applicants, and reconcile/resolve issues that may arise from said evaluation.

Technical Group Leader:

1. Report directly to the Team Leader, especially with regard to issues that may arise from the implementation that cannot be resolved at the lower level;
2. Guide the implementation of recruitment and selection initiatives;
3. Lead and address the concerns/issues/queries of technical group members;
4. Monitor the efficacy and progress of implemented Recruitment and Selection procedures;
5. Facilitate coordination meetings re: possible innovations and improvements, and ultimately create proposals to innovate and improve the Recruitment and Selection procedures; and
6. Provide ICT solutions to further digitalize the Recruitment and Selection procedures.

Technical Group Members:

1. Report directly to the Technical Group Leader;
2. Provide technical support on the implementation of recruitment and selection initiatives in concurrence with HRMPSB policies and guidelines;
3. Act as proctors on the conduct of the DA-CO Online Entrance Examination;
4. Assess the completeness and correctness of documents submitted by applicants;
5. Prepare HRMPSB Forms, and subsequently endorse the said forms to concerned end-users for their appropriate action; and
6. Initially address issues that may arise from the implementation of procedures, but elevate the same to the Team Group Leader if needed.

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

Done this 21st day of October 2022.

DOMINGO F. PANGANIBAN
Senior Undersecretary

