



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

SPECIAL ORDER

No. 1133

Series of 2022

SUBJECT : COMPOSITION OF THE HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD (HRMPSB) OF DEPARTMENT OF AGRICULTURE RFO IV-A

In accordance with the Civil Service Commission approved DA Merit Selection Plan (MSP) and to ensure strict adherence to the principles of merit, fitness and equality in the selection of employees, the Human Resource Merit Promotion and Selection Board (HRMPSB) of DA RFO IV-A shall be composed of the following:

FIRST AND SECOND LEVEL POSITIONS		
	MEMBERS	ALTERNATE REPRESENTATIVE
Chairperson	Assistant Regional Director or Highest official in-charge of Human Resource Management	Not applicable
Vice-Chairperson	Chief Administrative Officer	Not applicable
Members	1. HRMO directly responsible for recruitment, selection and placement	Not applicable
	2. Division Chief of the Organizational Unit where the vacancy/ies exists	Assistant Division Chief where the vacancy/ies exists
	3. 1 st and 2 nd level Rank and File employee duly chosen by the Employees Association	Alternate representatives for the 1 st and 2 nd level duly chosen by the Employees Association
Secretariat	At least two (2) Personnel Staff/ designated employees	



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The Human Resource Merit Promotion and Selection Board (HRMPSB) for first and second levels 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 requirements 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 on the qualifications of individuals listed in the selection line-up by at least a majority of its members;
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 dimension of the Merit Promotion Plan.

This Order takes effect immediately and supersedes all other orders and memoranda inconsistent herewith.

Done this 12th day of December 2022.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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