



SPECIAL ORDER

No. 180

Series of 2023

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

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 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. Conduct orientations amongst applicants;
4. Oversee the work of the HRMPSB Secretariat Members by monitoring, reviewing, and approving outputs; and
5. Manage the workload amongst Secretariat members.

Secretariat Members:

1. Discuss proposed innovations and improvements, Recruitment Plan and calendar, issues and concerns encountered, and performance;
2. Ensure that the Core HRMPSB Members have all undergone orientations about the Recruitment, Selection, and Placement procedures;
3. Ensure that PRIME HRM requirements with regards to the Recruitment, Selection, and Placement area are satisfied;
4. Conduct orientations amongst end-users;
5. Monitor the Committee's orders/instructions, deliverables and milestones for proper reporting during board meetings;
6. Prepare and present the results as indicated in HRMPSB Form No. 03;

7. 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; and
 - Act as the central channel of communications of the Committee;
8. Prepare the subsequent shortlist of candidates; and
9. Perform other duties and responsibilities as may be assigned by the Secretariat Head.

This Order shall take effect immediately.

Done this 15th day of February 2023.


DOMINGO F. PANGANIBAN
Senior Undersecretary



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